

## Certified Management Consultant (CMC) Designation Program

### Experienced Stream

Below is detailed information for the CMC Program following the Experienced Stream. Candidates may qualify for the Experienced Stream if they have **at least eight years** of management consulting experience. You must be approved by your Provincial Institute to follow the Experienced Stream.

#### Step 1: Apply for CMC-Canada Membership

##### Completed Application Form:

- Completed [application form](#) and membership fees payment including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute.
- Annual Membership is \$275 (plus tax) per year January to December (pro-rated based on the month in which you join).

##### Undergraduate Degree or Equivalent:

- Candidates must possess at least an undergraduate degree or equivalent (CA, CGA, CMA, P.Eng). **Original transcripts are to be sent directly from the University to the CMC-Canada office as verification of completion.** Candidates who have a CA, CGA, CMA, or P.Eng may submit a letter from the appropriate accrediting body stating that they are a member in good standing (additional transcripts not needed). If your degree is from outside Canada you will need to have it evaluated to ensure equivalency. For more information about course evaluation, contact [www.cicic.ca](http://www.cicic.ca).

#### Step 2: Application Review/Approval by the Provincial Institute

Submit the following documentation to CMC-Canada:

- A current resume/CV conveying your career work history and your educational experience.
- **Please note that your CV should clearly demonstrate at least eight years of management consulting experience.**

Your application will be reviewed by the appropriate Institute to confirm you are eligible for the Experienced Stream. Once approved by the Institute for the Experienced Stream, here are the steps to follow:

#### Step 3: Complete Required Courses

##### Ethical Behaviour: Best Practices of Management Consultants

- The goal of this course is to teach consultants about the challenges associated with professional standards and best practices in the management consulting profession. In addition, it explores how to resolve ethical dilemmas frequently faced by management consultants.
- This course is available either in person or via Webex. Please refer to our [website](#) for further details.

*Candidates who are approved for the Experienced Stream receive exemptions from the Essentials of Management Consulting course, one course in the area of Project Management, and two courses in Interpersonal and Personal Skills.*

*We do, however, recommend that all candidates take the Essentials of Management Consulting course as a refresher and as preparation for the Oral Assessment process. Please refer to our [website](#) for further details.*

## Step 4: Complete Oral Assessment

### Part One: Preparation Requirements

#### Two CMC Sponsors:

- Sponsors must be members in good standing of your provincial Institute. If you do not know any CMCs, CMC-Canada can assist you in finding sponsors for the interview process.

#### Experience Declaration Form

- Signed declaration attesting to at least three years/1,200 hours a year in the business of management consulting including the immediate past 12 months. This declaration must be signed by one of the candidate's CMC sponsors. Declarations are submitted to the CMC-Canada office, which forwards them to the appropriate Institute for review.

#### Engagement Summaries

- All candidates must submit five engagement summaries of consulting projects in which they have been involved (at least 3 from the last 3 years, with 1 completed in the last 12 months). All summaries must be reviewed and initialed by one of the candidate's CMC sponsors prior to submission to the CMC-Canada office, which forwards them to the appropriate Institute for review.

**Note:** The sponsors' role is to guide the candidate through the certification process. Client references are used by oral assessors to attest to a candidate's skills as a management consultant. A sponsor *cannot act* as a candidate reference when they have acted as sponsor for that same candidate.

#### Client References

- All candidates must ensure submission of three client references based on their five engagement summaries, including one from the last 12 months (clients complete a questionnaire that independently verifies CMC candidates' consulting skill competency and adherence to ethical behaviour). Client references will be provided directly to CMC-Canada by the client.

### *Client Deliverables*

- All candidates will bring multiple copies of sample deliverables to their Oral Assessment, based on one engagement summary and the client reference for the same project. The deliverables will be submitted in hard copy at the oral assessment ONLY and the candidate will take the copies away at the end of the assessment. CMC-Canada and/or the assessors will not retain copies of the deliverables. Oral assessors will sign a confidentiality agreement prior to the assessment.

*Instructions for submitting these requirements are available from CMC-Canada by contacting [certification@cmc-canada.ca](mailto:certification@cmc-canada.ca)*

### **Part Two: Oral Assessment**

- Register for the Oral Assessment. **Cost for the assessment is \$850 plus tax.**
- Complete Oral Assessment with questions based on the competency framework and the candidate's engagement summaries, client references and deliverables for the same project.

### **Step 5: CMC Designation Granted by Certifying Institute**

Membership is upgraded to CMC Member. **Annual CMC fees are \$625 plus tax.**

### **Step 6: Maintain CMC Designation**

- CMCs are required to track their Continuing Professional Development – 35 points per year. Tracking and reporting of points begins 12 months after earning the CMC designation.
- CMCs are required to keep their membership in good standing to maintain their CMC designation (pay annual fees of \$625 plus tax).

*If you have any questions, or would like more information about the CMC certification process, please contact Manager, Certification Administration, 416-860-1515/800-268-1148 ext. 212, or [certification@cmc-canada.ca](mailto:certification@cmc-canada.ca)*