

Caribbean Institute of Certified Managements Consultants (CICMC)

Certified Management Consultant (CMC) Designation Program – Entry Path

Below is detailed information for the CMC Program following the Entry Path. Entry Path is for candidates who have less than 3 years of management consulting experience.

Step 1: Entrance Requirements

Undergraduate Degree or Equivalent:

- Candidates must possess at least an undergraduate degree or equivalent (please check with CICMC as to equivalencies). **Original transcripts are to be sent to the CICMC office as verification of completion.** Candidates who have a CA, CGA, CMA, etc may submit a letter from the appropriate accrediting body stating that they are a member in good standing (additional transcripts not needed).

Completed Application Form:

- Completed application form & membership fees payment including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute.
- Annual Membership is \$350 per year January to December (pro-rated based on the month in which you join).

Two Letters of Professional Reference

- Two letters of reference from past or current clients, or persons who are familiar with your work. The references must pertain to work conducted within the last three years.

Two CMC Sponsors:

- Two (2) CMC Sponsors, who must be CICMC members in good standing, will be assigned by CICMC.

Step 2: Application Review/Approval by CICMC or approved CICMC Chapter

- Your application will be reviewed by CICMC or an approved regional chapter to confirm you are eligible for the Entry Program.
- Please send original University transcripts/letter from accrediting body to the CICMC office who will evaluate it to ensure equivalency.

Step 3: Complete Required Courses

Completed CMC Registration Form:

- Completed CMC candidate registration form and evidence of membership fees payment including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute.
- CMC candidate initial registration fee payment is US\$50.
- Annual Membership is \$350 per year January to December (pro-rated based on the month in which you join).

Professional Conduct and Ethics: Best Practices and Professional Standards online course and exam

- Its goal 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 takes approximately five hours of online time to complete and may be taken at the candidate's own pace. Once you register online you have 30 days to complete the course. The course is presented in a series of seven modules with a self-administered test at the end. All candidates will be notified with a pass or fail status for the course.
- **The course is offered through CAMC Canada and the cost is Cdn \$288.75 (including GST).**

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The Fundamentals of Management Consulting course

- This recently developed course in the fundamentals of management consulting at present will be available in live classroom / workshop format. You will work through a realistic simulation of an actual consulting assignment. By the end of the course you will have increased your confidence, knowledge and skills in the management consulting process. **Cost for the course is US\$900 (VAT exclusive).**

Proficiency in Project Management

- Provide evidence of completion of one course (at least 2 days in length) covering the basic principles of project management.
- CICMC does not provide this course but can recommend providers in your area. CICMC can also advise whether previously completed university courses meet equivalency requirements.

Proficiency in Interpersonal/Personal skills

- Provide evidence of completion of two (one-day each, total of two days) courses which may cover, but not limited to the following areas: Presentation Skills, Conflict Resolution, Report Writing, Negotiation Skills, Communication Skills, Leadership Skills.
- CICMC does not provide these courses but can recommend providers in your area. CICMC can advise whether previously completed university courses or employer-provided professional development meet equivalency requirements.

Step 4: Complete Experience Documentation and Oral Examinations

Part One: Experience Documentation

Note: Candidates **MUST** have **at least 3 years** full-time management consulting experience in order to proceed to this step

Declaration Form

- Signed declaration attesting to at least three (3) years/1,000 hours a year in the business of management consulting including the immediate past twelve (12) months. This declaration must be signed by one of the candidate's CMC sponsors. Declarations are submitted to CICMC for review.

Engagement Summaries

- All candidates must submit three (3) engagement summaries of consulting projects in which they have been involved over the past five (5) years. One engagement summary submitted must have been completed within the last twelve (12) months.
- All summaries must be reviewed and approved by one of the candidate's CMC sponsors. Summaries are submitted to CICMC for review.
- On submission of the engagement summaries, candidates must also pay a US\$125 fee related to mentoring, coaching and preparation.

Part Two: Oral Component

- Complete a one-hour oral component with questions based on candidate's engagement summaries.

Step 5: CMC Designation Granted by Certifying Institute

- Membership is upgraded to CMC Member (increase in member fees)
- There is a one-time certification fee of US\$75 when the CMC is granted.

Step 6: Maintain CMC Designation

- CMCs are required to track their Continuing Professional Development – 100 points over 3 years. Tracking & Reporting of points begins 12 months after earning CMC designation.
- CMCs are required to keep their membership in good standing to maintain their CMC (pay annual fees)
- If you have any questions, or would like more information the CMC program, please contact CICMC directly.

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Certified Management Consultant (CMC) Designation Program – Experienced Path

Below is detailed information for the CMC Program following the Experienced Path. Candidates may qualify for the experienced path if they have at least 3 years management consulting experience, 2 of which are at a practice management level. Here are the steps to follow:

Step 1: Application Review/Approval by CICMC or approved CICMC Chapter

- Your application will be reviewed to confirm you are eligible for the Experienced Path.
- Please submit the following documentation to CICMC – this can be done before you apply for CICMC membership:
 - Five engagement summaries of consulting projects you have been involved with over the past eight (8) years. One engagement summary submitted must have been completed within the last twelve (12) months.
 - A current resume/CV outlining your educational and work experience.
 - Two (2) CMC sponsors (if you do not know of any CMCs please submit the names of two (2) professional references that we can contact to confirm work experience).
- Once approved by CICMC to follow the experienced path, here are the steps to follow:

Step 2: Entrance Requirements

Undergraduate Degree or Equivalent:

- Candidates must possess at least an undergraduate degree or equivalent (please check with CICMC as to equivalencies). **Original transcripts are to be sent to the CICMC office as verification of completion.** Candidates who have a CA, CGA, CMA, etc may submit a letter from the appropriate accrediting body stating that they are a member in good standing (additional transcripts not needed).

Completed Application Form:

- Completed application form & membership fees payment including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute.
- Annual Membership is \$350 per year January to December (pro-rated based on the month in which you join).

Two Letters of Professional Reference

- Two letters of reference from past or current clients, or persons who are familiar with your work. The references must pertain to work conducted within the last three years.

Two CMC Sponsors:

- Two (2) CMC Sponsors, who must be CICMC members in good standing, will be assigned by CICMC.

Step 3: Complete Required Activities to proceed as a CMC candidate

Completed CMC Registration Form:

- Completed CMC candidate registration form and evidence of membership fees payment including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute.
- CMC candidate initial registration fee payment is US\$50.
- Annual Membership is \$350 per year January to December (pro-rated based on the month in which you join).

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Professional Conduct and Ethics: Best Practices and Professional Standards online course and exam

- Its goal 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 takes approximately five hours of online time to complete and may be taken at the candidate's own pace. Once you register online you have 30 days to complete the course. The course is presented in a series of seven modules with a self-administered test at the end. All candidates will be notified with a pass or fail status for the course.
- ***The course is offered through CAMC Canada and the cost is Cdn \$288.75 (including GST).***

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

Step 4: Complete Experience Documentation and Oral Examinations

Part One: Experience Documentation Declaration Form

- Signed declaration attesting to at least three years/1,000 hours a year in the business of management consulting including the immediate past twelve months. This declaration must be signed by one of the candidate's CMC sponsors. Declarations are submitted to CICMC for review.

Engagement Summaries

- All candidates must submit five (5) engagement summaries of consulting projects in which they have been involved over the past eight (8) years (these can be the same summaries as submitted for pre-approval of Experienced Path).
- All summaries must be reviewed and approved by one of the candidate's CMC sponsors. Summaries are submitted to CICMC for review.
- On submission of the engagement summaries, candidates must also pay a US\$125 fee related to mentoring, coaching and preparation.

Part Two: Oral Component

- Complete a 90-minute oral component with questions based on candidate's engagement summaries.

Step 5: CMC Designation Granted by Certifying Institute

- Membership is upgraded to CMC Member (increase in member fees)
- There is a one-time initiation fee of US\$75 when the CMC is granted.

Step 6: Maintain CMC Designation

- CMCs are required to track their Continuing Professional Development – 100 points over 3 years. Tracking & Reporting of points begins 12 months after earning CMC designation.
- CMCs are required to keep their membership in good standing to maintain their CMC (pay annual fees)
- If you have any questions, or would like more information the CMC program, please contact CICMC directly.

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Guidelines for Preparing Engagement Summaries:

Project summaries should include the following information. It is strongly recommended that these section headings be used in each summary to facilitate the review process. The engagement summaries should each be approximately two (2) pages in length.

1. Please place at the top of each page your name and contact information.
2. **Engagement Name, Dates & Size:** Identify the project's name, its start and end dates and its size (in terms of total hours). Indicate the industry and context of the engagement.
3. **Candidate's Specific Role:** Identify your specific management consulting role(s) and level of participation (total effort or fees) on the project. Include the number of actual consulting hours you delivered on the engagement.
4. **Objective(s) of the Engagement:** List both the project's overall objectives and specifically what you planned to achieve in your role as consultant.
5. **Methodology Used:** List the individual steps or phases you undertook to complete your role in the project. Do NOT simply list the names of the methodologies used.
6. **Results vs. Objective(s):** List the results you achieved in your role and link them to the project's overall objective(s). Focus on those project results for which you were directly responsible or involved.
7. **Client Liaison:** With whom in the client organization did you have contact? Include their title, and their role in the project. How frequent was the contact? What was the nature of the contact?
8. **Demonstration of Independence:** How did you (as an external or internal consultant), carry out the engagements? What degree of independence and objectivity did you have?
9. **Professional Development:** How did you grow as a consultant from this engagement? Include evidence that reflects your increasing insights into your professional competencies, knowledge, skills and abilities, and approach to consulting. (You may refer to the CMC competency framework)

NOTES:

- You do not need to disclose client company or personnel names. You can refer in general terms (i.e. Client A, Manager C, etc.)
- As part of the CMC program requirements, you will be asked to prepare 5 engagement summaries – you will be able to use these summaries to meet that requirement. You will need CMC sponsors to initial the summaries later on in the process.