

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 8 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 CAMC as to equivalencies). **Original transcripts are to be sent to the CAMC 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).

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.
<http://www.camc.com/index.cfm?PID=12617&PIDList=12510,12617>
- Annual Membership is \$375 per year January to December (pro-rated based on the month in which you join). Click here for fees schedule: http://www.camc.com/site/CAMC_21/pdf/FeeSched2005_122104.pdf

Two CMC Sponsors:

- Two CMC Sponsors in Canada. Sponsors must be members in good standing. If you do not know any CMCs, CAMC can assist you in finding sponsors.

Step 2: Application Review/Approval by the Provincial Institute

- Your application will be reviewed by the appropriate Provincial Institute to confirm you are eligible for the Entry Program.
- Please send original University transcripts/letter from accrediting body to the CAMC office. If your degree is from outside Canada you will need to have it evaluated to ensure equivalency. For evaluation please contact www.wes.org/ca for more information.

Step 3: Complete Required Courses

The Essentials of Management Consulting course

- This recently expanded course in the essentials of management consulting uses a variety of tools including teleconferencing, Web site access, virtual teams and live classroom interaction. 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 \$975 (plus GST).**

Next course starts: September 18, 2006

For more information visit <http://www.camc.com/index.cfm?PID=12625&PIDLIST=12599,12625>

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. **Cost is \$175 (plus GST).**

For more information visit: <http://www.captus.com/information/camc.htm>

Proficiency in Project Management

- Provide evidence of completion of one course (at least 2 days in length) covering the basic principles of project management.
- CAMC does not provide this course but can recommend providers in your area. **Approx. Cost \$1,000 to \$1,500.** CAMC can 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.
- CAMC does not provide these courses but can recommend providers in your area. Approx. **Cost \$500 to \$1,000 per course.** CAMC can advise whether previously completed university courses or employer-provided professional development meet equivalency requirements.

Step 4: Complete Comprehensive Workshop and Examinations (Cost approximately \$800)

Part One: Preparatory Workshop and Written Component

• Preparatory Workshop

This preparatory workshop will be delivered on a web-based platform and is designed to prepare candidates with every insight, tool and technique they need to be successfully prepared to pass the exam. Past exams are used as case studies and candidates will be introduced to the marking scheme.

• Written Component

The four-hour open-book component, presented in case study format, will test candidates' knowledge of the consulting process and their functional breadth. Candidates will be asked to prepare a Report to the Client, with supporting analytical data, based on the case study content. The written component is **only offered once per year** – the first Friday in November.

Next written exam is set for November 3, 2006

Part Two: 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 years/1,200 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 the CAMC National Office and will be forwarded to the appropriate Institute for review.

• Engagement Summaries

All candidates must submit five engagement summaries of consulting projects in which they have been involved. All summaries must be reviewed and approved by one of the candidate's CMC sponsors. Summaries are submitted to the CAMC National Office and will be forwarded to the appropriate Institute for review.

Part Three: 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) **Annual CMC fees are \$450 plus GST**
- There is a **one-time initiation fee of \$75** plus GST when 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 of \$450 plus GST)

If you have any questions, or would like more information the CMC program, please contact Janice Schenk, Manager, Certification & Professional Development, 416-860-1515/800-268-1148 ext. 8 or jschenk@camc.com
4 King Street West, Suite 815, Toronto ON M5H 1B6

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 8 years management consulting experience, 3 of which are at a practice management level. You must be pre-approved by the Provincial Institute to follow the Experienced Path. Here are the steps to follow:

Step 1: Application Review/Approval by the Provincial Institute

- Your application will be reviewed by the appropriate Institute to confirm you are eligible for the Experienced Path. Please submit the following documentation to CAMC – this can be done before you apply for CAMC membership:
- Five engagement summaries of consulting projects you have been involved with over the past 8 years. One engagement summary submitted must have been completed within the last 12 months. Please see the last page of this document for the current guidelines for submitting engagement summaries.
- A current resume/CV outlining your educational and work experience.
- 2 CMC sponsors (if you do not know of any CMCs please submit the names of 2 professional references that we can contact to confirm work experience).

Once approved by the Institute 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 CAMC as to equivalencies). **Original transcripts are to be sent to the CAMC 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).

Completed Application Form:

- Completed application form including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute. <http://www.camc.com/index.cfm?PID=12617&PIDList=12510,12617>
- Annual Membership is \$375 per year January to December (pro-rated based on the month in which you join). Click here for fee schedule: http://www.camc.com/site/CAMC_21/pdf/FeeSched2005_122104.pdf

Two CMC Sponsors:

- Two CMC Sponsors in Canada. Sponsors must be members in good standing. If you do not know any CMCs, CAMC can assist you in finding sponsors.

Step 3: Complete Required Courses

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. **Cost is \$175 (plus GST).**

For more information visit: <http://www.captus.com/information/camc.htm>

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

We do, however, recommend that all candidates take the Essentials of Management Consulting course as a refresher and as preparation for the exam process.

Next course starts: September 18, 2006

For more information visit <http://www.camc.com/index.cfm?PID=12625&PIDLIST=12599,12625>

Step 4: Complete Comprehensive Workshop and Examinations (Cost approximately \$800)

Part One: Preparatory Workshop and Written Component

- **Preparatory Workshop**

This preparatory workshop will be delivered on a web-based platform and is designed to prepare candidates with every insight, tool and technique they need to be successfully prepared to pass the exam. Past exams are used as case studies and candidates will be introduced to the marking scheme.

- **Written Component**

The four-hour open-book component, presented in case study format, will test candidates' knowledge of the consulting process and their functional breadth. Candidates will be asked to prepare a Report to the Client, with supporting analytical data, based on the case study content. The written component is **only offered once per year** – the first Friday in November.

Next written exam is set for November 3, 2006

Part Two: Experience Documentation and Oral Component

- **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 twelve months. This declaration must be signed by one of the candidate's CMC sponsors. Declarations are submitted to the CAMC National Office and will be forwarded to the appropriate Institute for review.

- **Engagement Summaries**

All candidates must submit five engagement summaries of consulting projects in which they have been involved over the past 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 the CAMC National Office and will be forwarded to the appropriate Institute for review.

Part Three: Oral Component

- Complete 90-minute oral component with questions based on engagement summaries.

Step 5: CMC Designation Granted by Certifying Institute

- Membership is upgraded to CMC Member (increase in member fees) **Annual CMC fees are \$450 plus GST**
- There is a **one-time initiation fee of \$75 plus GST** when 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 of \$450 plus GST)

If you have any questions, or would like more information the CMC program, please contact Janice Schenk, Manager, Certification & Professional Development, 416-860-1515/800-268-1148 ext. 8 or jschenk@camc.com
4 King Street West, Suite 815, Toronto ON M5H 1B6

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 http://www.camc.com/site/CAMC_21/pdf/CMC_competencymatrix_0999-1.pdf)

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.

Certified Management Consultant (CMC) Designation Program –CAMC-approved MBA Path

Below is detailed information for the CMC Program following only the CAMC-approved MBA Path for candidates from Royal Roads University, St. Mary's University and the University of Ottawa, upon graduation.

Step 1: Entrance Requirements

Completed Application Form:

- Completed application form including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute. <http://www.camc.com/index.cfm?PID=12617&PIDList=12510,12617>
- Annual Membership is \$375 per year January to December (pro-rated based on the month in which you join). Click here for fee schedule: http://www.camc.com/site/CAMC_21/pdf/FeeSched2005_122104.pdf
- If you are currently enrolled in your studies, you will qualify for Student Membership. If you are a recent graduate, you will qualify for Full Membership.

Two CMC Sponsors:

- Two CMC Sponsors in Canada. Sponsors must be members in good standing. If you do not know any CMCs, CAMC can assist you in finding sponsors.

Step 2: Application Review/Approval by the Provincial Institute

- Your application will be reviewed by the appropriate Institute to confirm you are eligible for the CAMC-approved MBA Path.
- Please send original MBA transcripts to the CAMC office.

Step 3: Complete Required Courses

Candidates who are approved for the CAMC-approved MBA Path receive exemptions from the Essentials of Management Consulting course, the Best Practices and Professional Standards course, one course in the area of Project Management, one course in the area of Interpersonal Skills, and one course in the area of Personal Skills.

Step 4: Complete Comprehensive Workshop and Examinations (Cost approximately \$800)

Part One: Preparatory Workshop and Written Component

- **Preparatory Workshop**

This preparatory workshop will be delivered on a web-based platform and is designed to prepare candidates with every insight, tool and technique they need to be successfully prepared to pass the exam. Past exams are used as case studies and candidates will be introduced to the marking scheme.

- **Written Component**

The four-hour open-book component, presented in case study format, will test candidates' knowledge of the consulting process and their functional breadth. Candidates will be asked to prepare a Report to the Client, with supporting analytical data, based on the case study content. The written component is **only offered once per year** – the first Friday in November.

Next written exam is set for November 3, 2006

Part Two: Experience Documentation and Oral Component

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 years/1,200 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 the CAMC National Office and will be forwarded to the appropriate Institute for review.

- **Engagement Summaries**

All candidates must submit five engagement summaries of consulting projects in which they have been involved. **All summaries must be reviewed and approved by one of the candidate's CMC sponsors.** Summaries are submitted to the CAMC National Office and will be forwarded to the appropriate Institute for review.

Part Three: Oral Component

- Complete the one-hour oral component with questions based on engagement summaries.

Step 5: CMC Designation Granted by Certifying Institute

- Membership is upgraded to CMC Member (increase in member fees) **Annual CMC fees are \$450 plus GST**
- There is a **one-time initiation fee of \$75 plus GST** when 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 of \$450 plus GST)

If you have any questions, or would like more information the CMC program, please contact Janice Schenk, Manager, Certification & Professional Development, 416-860-1515/800-268-1148 ext. 8 or jschenk@camc.com
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