CERTIFICATION GOVERNANCE COMMITTEE CHARTER

Committee Purpose

The Certification Governance Committee ("CGC") has been established by the Association of Change Management Professional's ("ACMP") Board of Directors ("BOD") to validate compliance with policies related to the Certified Change Management Professional™ (CCMP ™) Certification or Master Change Management Professional (MCMP) Certification of the Association and other certifications that the Association may provide.

Committee Description

It is the duty of the CGC to carry out the purposes and objectives in accordance with the CGC Charter. Collective responsibilities of the members of this committee are to review policies and procedures related to the Certification program, identify areas for improvement or new policies required and make proposals on changes, and review issues related to complaints or appeals and provide feedback, as needed.

Committee Deliverables

- Review policies and procedures related to ACMP certification programs in alignment with an ISO (International Standards Organization) methodology and guidelines.
- Review complaints sent to the Ethics Review Committee that do not qualify for investigation through the ERC.
- Provide facilitation support to ACMP Connect when it's required.
- In conjunction with the Staff Liaison and if required, identify work required beyond the remit of the CGC that is necessary to the operation of the certification service.
- Advocate for the CCMP™, MCMP and any other certification that ACMP may provide by participating in various opportunities (webinars, panels, etc.) to share professional growth and experiences.
- Assist in developing certification surveys to certification holders and non-certification holders to learn about their experience, satisfaction, and/or knowledge of the Certifications. Evaluate results to recommend improvements to the certification program.
- Report submitted quarterly to the Staff Liaison and then to the Profession Standards & Credentials Committee on any decisions made in relation to complaints and appeals cases brought to the CGC.
- Additional work, as necessary, to fulfill the committee's purpose.

This committee will intentionally apply ACMP's DEIB Statement in the execution of all committee objectives and activities.

Committee Member Time Commitment

- Two-Year term and may be renewed if individuals are still interested in serving and meeting the criteria.
- Monthly committee meetings (1-1.5 hours) via voice or on-line meeting, however the committee can meet every 2-3 months if there are no open governance needs.
- Expectation of a minimum of three hours per month in addition to meetings.
- Additional conference calls, as needed.

Committee Composition

- 6-8 individuals who are CCMPs or MCMPs, preferably a combination of CCMPs and MCMPs
- Staff Liaison to lead the committee in achieving the charter deliverables.
- Committee members must be a member of the Association throughout their committee membership.
- Membership of the committee shall reflect the diversity of the association in terms of professional discipline, global representation and other characteristics.

Strategic Alignment

SO2 – Advance the Profession: ACMP leads the way change works through technical expertise and innovation around the discipline of change management.

Revision History				
Category, Tier, Version #	**Revision Date**	**Description of Changes**	**Approved By**	**Approval Date**
CTE, 2, 1.0	3/1/2022	Created	Board of Directors	4/7/22
CTE, 2, 1.1	2/3/2023	Edited for the 2023-24 year	Profession Committee	3/30/2023
CTE, 2, 1.2	1/10/2024	Edited for the 2024-25 year	Governance Committee Profession Committee	12 March 2024 14 March 2024
CTE, 2, 1.3	11/2/2025	Edited for the 2025-26 year • Added MCMP to the acceptable qualifications • Limit the scope of ethics-related complaints to those that do not qualify for investigation through the ERC • Lower meeting frequency	Governance Committee Profession Committee	14 April 2025 7 April 2025

CTE, 2, 1.4	2/23/2026	Reduced the term to 2 years, for consistency with other SO2 committees. Preference is given to a combination of CCMPs and MCMPs (not only CCMPs) to ensure better insight into cases involving MCMP complaints.	Professional Standards & Credentials Committee	4 March 2026