

Institute of Management Consultants USA CMC® Recertification Form

Please complete this form and return to certification@imcusa.org.

REAFFIRMATION

[Link to the Guidelines for Use of CMC® Mark](#)

[Link to the Code of Ethics](#)

By affixing my signature to this document, I pledge that I have re-read, understand and will continue to abide by the Institute's Code of Ethics and by guidelines for use of the CMC® mark.

If my CMC® is revoked by IMC USA, I will return my certificate, pin and no longer use the CMC® mark.

(Print and sign, or insert your signature JPG or include in your email returning the form this phrase: "I confirm my electronic signature in the form attached").

Signature:

Date:

Print your name

Phone:

Email:

PAYMENT

Please pay the **\$150.00** fee for IMC USA members and **\$250.00** for non-members online [HERE](#) or mail a check to address below. Contact certification@imcusa.org for other means of payment.

Special Circumstances

IMC USA recognizes that circumstances may interrupt a management consultant's professional career (e.g., recall to active military service, sabbatical, full-time pursuit of an advanced degree, extended illness).

Should you find yourself in a situation that you believe may prevent you from meeting the requirements for recertification, please contact the IMC USA Certification Committee with a brief written description of your situation (and complete as much of this form as you can).

To Reinstate an Expired CMC®

Complete this form for your activities in the last three years and on a separate sheet, explain your circumstances. If you have a copy of your CMC® certificate, include it in your package. Pay the recertification fee for a IMC USA member or non-member.

The Certification Committee policies on reinstatement are [located HERE](#). All reinstatements are reviewed by the CMC® Certification Committee and additional details/fees may be required to complete recertification.

Institute of Management Consultants USA
Attn: Certification
2598 E. Sunrise Boulevard, Suite 2104
Ft. Lauderdale, FL 33304

List the activities (the client, event, course, etc., the date and the points earned) since July 1, 2015, which later may be verified by the CMC® Certification Committee. See page 3 for clarification of point values.

The CMC® Certification Committee needs enough detail to verify the activity with a phone call.

Education – Continuing Professional Development (at least 12 points) Points = example: “Generational Issues in Marketing NCR Chapter – 1 Pt”
Experience as a Full Time Consultant (at least 6 points) Points = example: “Six clients for 800 hours (marketing, engagement development, conducting engagement): Webex, J&J, Dillards, Smith family, pro bono Salem Orchestra, Jones family – 7 pts.”
Outreach (at least 6 points) Points = example: “CMC® Oral Exam 6/20/2015 - 1 Pt”
Professional Conduct (at least 6 points) Points = example: ““Ethic Presentation Grow Oct 2015 – 1 Pt”

Print Name:

Total Points (at least 30) _____

Point Explanation:

1. Review how points are earned on this page in each of the four categories.
2. List your activities and the points earned on page 4 in each category
3. Total the points per category, you must earn at least 30 total points.
4. Send us the completed form (see page 2 provides three means to sign the form and the email, fax or mailing address).
5. Pay online (link on page 2).

POINTS REQUIRED FOR CMC® RECERTIFICATION	Minimum Points
<p>1. Education – Continuing Professional Development</p> <ul style="list-style-type: none"> • Participate in seminars, workshops, or educational programs in any forum, including IMC USA Chapter meetings and IMC USA Academy for Professional Development seminars (1 point per 3 contact hours) • Present / facilitate a seminar, workshop, or conference (2 points per 3 contact hours) • Attend IMC USA and other professional organizations' conferences (1 point per day) • Complete an academic course at a college or university (2 points per semester credit, 1.3 points per quarter credit) • Obtain / maintain technical specialty certification by another recognized professional organization (e.g., PE, CPA) (2 points per certification) • Complete 30 hours of CPD or equivalent from other professional entities (9 classroom hours = 3 points up to 12 points) 	12
<p>2. Experience</p> <ul style="list-style-type: none"> • Consulting to management, including internal, project, or consultant supervision, or practice management/development (1 point per 200 hours, a minimum of 2 points required) • Consulting pro bono for a nonprofit, community service or government organization (1 point per 100 hours) • Teach a university level or comparable course on management consulting or your consulting discipline (including IMC USA Academy) (1 point per credit hour, a maximum of 4 points allowed) 	6
<p>3. Professional Outreach</p> <ul style="list-style-type: none"> • Serve on a CMC® Oral Examination panel (1 point per panel) • Serve as a mentor to either a new member or a CMC® candidate (2 points per "member / candidate") • Serve as an Officer, Board member, Chapter President, or Committee Chair for the IMC USA, ICMC®I, or another nationally recognized corporation, professional or educational organization, nonprofit, or trade association (2 points per position per year) • Serve as an Officer, Board member, or Committee member of an IMC Chapter or other IMC activity such as IMC USA conferences, committees, etc. (1 point per position per year) • Instruct or speak at professional organizations, trade associations, IMC chapters or events, or at a university level (2 points per session) • Publish in a nationally or regionally distributed journal or magazine (2 points per article) • Author a nationally published book (6 points per book) 	6
<p>4. Professional Conduct</p> <ul style="list-style-type: none"> • Complete a course on Ethics at a college or university (including online) (2 points per credit hour) • Attend Ethics seminars, workshops, or other programs offered by the IMC USA or other professional organizations (2 points per session) • Teach a course on Ethics at a college or university (2 points per credit hour) • Participate in an IMC USA or Chapter Ethics Initiative (2 points per initiative) • Complete IMC USA Academy Courses on Ethics (see the 2010 IMC USA Academy Catalog, page 11 for Ethics course offerings and points awarded) or its equivalent from another professional organization (3 points per annual completion per organization) • Author an article or attach a case write up on Ethics (2 points per article or write up) • Develop an ethics policy for a client (4 points) 	6
Minimum Total Points Required for Recertification	30

Examples of Activities In a Continuing Professional Develop Plan To Attain Mastery of Competence as a CMC®

Review the [Competency Framework](#), page 2 for the other activities, or
Define your specific professional objectives.

These examples from the Competency Framework are not all inclusive.

Market Capability & Knowledge	Consulting Competence Practice Management	Professional Skills and Behaviors Ethics
<p>Acts as a leader / adviser / coach to others in your area of discipline</p> <p>Increase one's depth of knowledge across a range of disciplines and business environments</p> <p>Leads (of influences) by example, applying management and business skills in one's business or one's community that promotes the integrity of the CMC®</p> <p>Influences business thinking and agenda in one or more sectors by adding more methods (speak, teach, demonstrate, write, one-on-one relationships, etc.)</p> <p>Identify client, sector, industry needs to be recognized as an expert</p>	<p>Writing about consulting to management.</p> <p>Training to adapt one's communication style to challenging situations</p> <p>Develop skills to manage high risk projects or large team engagements</p> <p>Lead and advise others on the design of the consulting process</p> <p>Discover and use methods to lead virtual teams</p> <p>Discover and explain the latest industry trends to clients and colleagues</p> <p>Approaching the end of one's consulting career, identify your role and how to transfer knowledge and promote the professional after retirement</p> <p>Using your consulting skills, assist clients, colleagues, friends and family to manage change at career and age milestones</p>	<p>Speaks on Integrity and Ethics Writes in national media on Integrity and Ethics</p> <p>Serve in Board or Trustee roles</p> <p>Formulate an Ethics program for clients</p> <p>Serve as trusted advisor on ethics or other issues</p> <p>At a sector or industry level, guide its evolution with an holistic perspective</p> <p>Studies to discover and employ customized, flexible, creative, innovative solutions to improve objectivity and the quality of recommendations</p> <p>Mentors new CMCs on their learning and development objectives</p> <p>Communicate solutions for sectors, beyond the individual client.</p> <p>Manage expectations as a recognized expert</p> <p>Develops IP that continues to influence ones' specialty after retirement</p>

Innovation, synthesis, articulation and teaching encompass a broad range of activities with a direct connection to consulting to management, to practice management or to career management. We will call you if we are unsure of your verifiable activities.