**ABOUT … …**

International Federation

Certification

When you see the initials ICC® or CMC® following a manager or consultant’s name, it means that he or she is a Certified Managemer or Certified Consultant and has met the strict certification requirements of CMC institute / International Consulting Association. Candidates for Institute certification undergo a thorough investigation of their management and consulting experience. Global CMC® (Certified Management professionals and Consultant professionals) or ICC® (International Certified Consultant) is a international certification mark awarded by the CMC institute / International Consulting Association and represents evidence of the CMC-4E2S® international high standards of management and consulting and adherence to the ethical cannons of the profession.

1. Global CMC® certification is aimed at management consulting field, such as Strategic Management, Marketing Management, Human Resources Management, Operation Management, etc.
2. ICC® certification is applicable to a wider range of fields, such as Decision-making Consultant, Digital Consultant, Financial Consultant, etc.

Standards of Competence

Every step leading to the ICC® or CMC® designation is designed to verify the candidate’s professional competence:

• You must have four years experience in the full-time practice of independent or internal senior management or management consulting, with major responsibility or participate in five projects during those years

• A Foundation degree or masters degree or Doctoral degree.

• You must provide multiple references, most of them officers or executives of clients served. These references are investigated to assure that the business management or consulting relationship met the clients’ objectives.

• You must provide written summaries of client assignments (disguised to protect client identity).

• You must pass an on-line written Ethics and business management and consulting comprehensive exam.

• You must pass a written defense, demonstrating professional competence and current knowledge in areas of specialization, application of experience, ethical behavior, and understanding of the business management and consulting process.

Steps in the certification process

1. Application. An individual must complete a application form, including submission of engagement summaries.
2. Qualify and Application Fee. Once the application is received by us and it is determined that the candidate is eligible to apply for the ICC® or CMC® mark, notification email is sent to you; you need to pay $200 application fee.
3. Three Evaluations. We must receive yours (1) Fill out a 16-page formal application form. (2) Five acceptable evaluations for the management projects of the applicant's client company. (3) Provide two recommendation letters.
4. Exam. Pass an on-line written Ethics and business management and consulting comprehensive exam.
5. Certification Fee and Membership. The Certification Review Committee notifies the institute Board and sponsor of a candidate’s election, If passed,You upon payment of fee, the individual is recognized as a ICC® or CMC®.
6. Finally, You can apply for the ICC® or CMC® certificate by email.
7. Certification Renewal. Every ICC® or CMC® will be required to demonstrate his commitment to the organization and the profession by renewing his certification status by the end of the third year after certification and every third year thereafter.

Important Note

Retest/second interview will incur an additional. All fees are non-refundable.

**APPLICATION FOR THE CMC® or ICC®**

( CMC INSTITUTE / INTERNATIONAL CONSULTING ASSOCIATION )

( Requires manual signature and output in .pdf )

**Instructions: Please submit one set of the following (and keep a copy for your own records):**

**PART ONE: Membership Application Type**

Your Photo

**PART TWO: Personal Data**

**PART THREE: Higher Education**

**PART FOUR: Employment /** **Management Experience**

**PART FIVE: Consulting Experience**

**PART FIVE: Consent & Release**

**PART ONE: Membership Application Type**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Membership Type** | **Level Exam** | **Certificate** | **Total Fee** | **Choose**  **( Only one** 🗸 **)** |
| **Affiliate**  **membership** | No | Member of the institute | $100 / year |  |
| **Charterholder**  **membership** | Level I exam | Master of CMC / ICC | $600 |  |
| Level II exam | Chief of CMC / ICC | $2000 |  |
| Level III Review | Mentor of CMC / ICC | $0 |  |

**PART TWO: Personal Data**

|  |  |
| --- | --- |
| Name: | |
| Firm Name: | Position / Title: |
| Office / Home Address: | Website: |
| Suite: | Work Phone: |
| State / Zip: | Mobile Phone: |
| Email: | Others/Facebook/etc: |

**PART THREE:**  **Higher Education**

During formal application, Please submit documentation to verify degree(s) earned. Acceptable documentation includes a photocopy of your degree, a final transcript, or official verification from your college.

|  |  |  |  |
| --- | --- | --- | --- |
| **College / University Information**  (Name, City, State) | **Years of Attendance**  From ----------------To | **Major Field of Study** | **Degree Awarded** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Professional Certifications**

|  |  |  |
| --- | --- | --- |
| Are you certified by other professional associations? | Yes | No |
|  |  |

**PART FOUR:**  **Employment / Management Experience**

For each section below, please list all of your employers chronologically, starting with the most recent position. If self-employed, so indi- cate. If the position was part-time, please note approximate number of hours worked per week. Show each position held in each firm; provide in full the firm name, address, phone and fax numbers, and contact person. Attach an additional sheet if necessary. If necessary, please use additional pages at the end of this application.

List all firms in which you have been employed in a non-consulting position.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NO. | Company Name, Address | Contact Name | phone | Position(s) | From Mo/Yr  To Mo/Yr | % Time Working |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

**PART FIVE:**  **Consulting Experience**

List all management consulting organizations by which you have been employed in public practice as a management consultant. For each position, show approximate percentage of total working time devoted to management consulting (including practice development and supervisory and administrative support) activities, if any.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NO. | Firm Name, Address | Contact Name | phone | Position(s) | From Mo/Yr  To Mo/Yr | % Time Working |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

**PART SIX:**  **Consent & Release**

All information contained in this application for certification by CMC institute / International Consulting Association. is true and accurate to the best of my knowledge. CMC institute / International Consulting Association, its officers, directors, committee members, employees, agents and divisions may review my application and I will cooperate promptly and fully in such review.

All documents submitted to ICC or CMC are the property of association and will not be returned to me. pursuant to the rules and policies of association. I waive all claims relating to or arising out of the review by ICC or CMC of this application and/or my certification, if granted, and I release, discharge and exonerate ICC or CMC for any action taken relating to such review, including denial of my application, revocation, suspension or other sanction.

By signing (including input name), I acknowledge that I have read and understand this information, and agree to abide by these terms and rules.

I agree that the authorized certification organizations can use my papers in any way.

I fully understand that in making this application it is for enrollment purposes only in order to complete registration. I will execute the necessary documents, submit to written examinations and supply further information as determined by the Institute’s Certification Committee. I understand that upon successful completion of the program, I will pay the Certification / Member fee at least $400. I further understand and, by my signature, subscribe to the CMC or ICC application document with the knowledge that any false statement or misrepresentation that I may make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation on said Code of Ethics.

Signature: Date: .

( Requires manual signature)

**About The CMC institute / International Consulting Association**

is a not-for-profit,

Be included in the UN NGO organization database,

Approved by the United Kingdom government,

The organizational form of the association,

global professional association to set standards of professionalism and ethics for the management and consulting profession.

Headquartered in London,

CMC institute / International Consulting Association sponsors global and national and regional workshops, seminars and conferences.

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