

# Institute of Management Consultants USA 2017 Recertification Form

Please complete this form and return to [certification@imcusa.org](mailto: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<sup>®</sup> is revoked by IMC USA, I will return my certificate, pin and no longer use the CMC<sup>®</sup> 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 2017 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](mailto: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<sup>®</sup>

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<sup>®</sup> 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<sup>®</sup> Certification Committee and additional details/fees may be required to complete recertification.

**Institute of Management Consultants USA**

**Attn: Certification**

**631 U.S. Highway One, Suite 400**

**North Palm Beach, FL 33408**

By my signature on page 1, which affirms I have re-read and will abide by the IMC USA Code of Ethics, I also certify that:

1. I have been a full time consultant **since July 1, 2014**. The IMC USA Board of Directors' definition of a consultant to management is:

*"Management consulting is the providing to management of objective advice and assistance relating to the strategy, structure, management and operations of an organization in pursuit of its long-term purposes and objectives. Such assistance may include the identification of options with recommendations; the provision of an additional resource or the implementation of solutions."*

2. I promoted the CMC<sup>®</sup> to the public.
3. Because I was initially certified on or before June 30, 2007, I am eligible for the **self-directed continuing professional development plan**. Describe it in a concise paragraph and list three verifiable activities you have completed since July 1, 2014. To verify, the Committee could request additional information.

We encourage you to provide the Certification Committee your assessment of change in our profession and your client needs.

Please complete your payment online at IMCUSA.org and return this signed form to the address listed on page 1.

**Your Self-Directed Continuing Professional Development Plan (100 or more hours total in three years)**

*Enter your paragraph here*

**At Least Three Verifiable Activities**

See the next page for some examples from the Mastery Level of the CMC<sup>®</sup> Competency Framework

- 1.
- 2.
- 3.

**Change in our profession, in the market and in my clients' needs**

(This information will be shared with our CMC community. End with your name or anonymous)

*Enter your assessment here ... concise please*

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