



## CMC - GLOBAL

### **POLICY FOR RE-CERTIFICATION OF CMC'S BY MEMBER INSTITUTES**

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## **PRE-AMBLE**

There is already a provision for re-certification of CMC's in the Certification Scheme Manual, which gives broad guidelines for the re-certification of CMC's. This policy expands on, and should be read along with, the clause 3.6 which is currently in force and provides for re-certification of CMC's.

This policy provides for basic common minimum requirements to be adopted by member institutes for re-certifying CMC's. It is hoped that an inclusive framework has evolved that ensures rigour of re-certification assessment without becoming onerous on the member institutes and becoming an obstacle in attracting and retaining CMC candidates.

## **CMC RE-CERTIFICATION POLICY**

### **Applicability**

This policy will be applicable to all existing and future CMC's in all member institutes of ICMCI. This will include:

1. Those CMC's who have been certified before introduction of the recertification policy and process by the member institute.
2. Those CMC's who have, at any time, left active consulting for any reason, and wish to re-enter through this recertification process.

Following are the standard requirements and process requirements with respect to the re-certification of CMC's by member institutes.

### **Standard requirements**

Member institutes are required to implement a re-certification process for CMC's compliant with the following standard requirements as provided for in the Certification Manual:

1. There should be a Documented procedure available to all CMC's
2. The re-certification process should confirm continued competence of CMC's
3. An assessment of ongoing compliance with current scheme requirements
4. Check for adherence to Code of Professional Conduct
5. Impartiality of assessment for re-certification should be assured
6. Re-certification period of 3 years
7. Provision for exit of a CMC if (s)he does not meet recertification requirements

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## Process requirements

The re-certification process will include at least the following:

- Confirmation of continuing satisfactory work and work experience records
- Continuing professional development
- Written affirmation or signed oath
- Client references

The following may also be included as optional additions:

- Individual Development Plans for consultant's learning and growth
- Self assessment/application
- Reflective learning papers
- Peer Review of assignments
- Bench review of submissions
- Structured interviews
- On-site assessment
- Examination
- Face-to-face assessment

Member institutes may adopt innovative assessment techniques that may not be listed above.

The member institute should base its re-certification process, approach and techniques on a rationale that takes into account, where relevant, local regulatory requirements, frequency of changes to normative documents and policy guidelines, requirements of all parties and the frequency and content of ICMCI surveillance and QAC activities. PSC and QAC should collect best practices of member institutes and share information regarding the same.

## IMPLEMENTATION

### Actions for Member Institutes

Member institutes are required to implement and be compliant with this re-certification policy within 12 months of date of publication. They may seek assistance from PSC in their implementation process.

Member Institutes that are compliant with international standards like ISO, CEN, etc. need to align their re-certification processes with this policy as well as the international standards.

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## **Actions for Professional Standards Committee**

This document has been created to enable the Professional Standards Committee to set the policy and process requirements for re-certification of CMC's by member institutes. This will require to be supported by appropriate communication from ICMCI to member institutes to disseminate the policy.

The ICMCI Professional Standards Committee can appoint mentors for those member institutes who seek assistance in this matter.

## **Actions for Quality Assurance Committee**

Supporting QAC processes will need to be designed to enable assessment of member institutes to conform to this policy. Specific changes will require to be made in these templates:

1. Statement of Equivalence
2. Assessment of Equivalence
3. Report of Assessment

Other changes in QAC documentation may also be recommended.

## **POSTSCRIPT**

### **Background**

The matter of CMC re-certification policy has been taken up within ICMCI since 1999 and the history of Congress resolutions and deliberations has been documented in the document titled "ICMCI Re-certification – Workpaper" dated 27<sup>th</sup> March 2014.

The core issue is the need to provide a policy for the process of re-certifying CMC's by member Institutes. This policy will be applicable to all member institutes and will be a part of the evaluation at the time of QAC Assessments for membership continuity. This policy lays down minimum common prescribed standard and processes requirements for re-certification of CMC's by member institutes.

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