



ICMCI
ACCREDITED MANAGEMENT CONSULTANCY COURSE (AMCC)
STATEMENT OF EQUIVALENCE

2) Application form: IMCs offering AMCC

Institute name		Date	
Institute contact name		Contact address, phone and e-mail	

ICMCI Requirement	IMC Equivalence	Relevant Documents	Relevant Standards	ICMCI Assessor Comments
	Please describe your equivalence to the ICMCI requirement	Cross reference to your relevant documents	Please list any additional relevant standards	To be completed by ICMCI Assessors
<i>N.B. Does your IMC hold ISO 17024? If so, please answer only asterisked questions (*)</i>				
Please confirm that the IMC is a Full Member of ICMCI *				
Please state whether the IMC holds ISO 17024 accreditation giving dates and any other relevant information *				

ICMCI Requirement	IMC Equivalence	Relevant Documents	Relevant Standards	ICMCI Assessor Comments
	Please describe your equivalence to the ICMCI requirement	Cross reference to your relevant documents	Please list any additional relevant standards	To be completed by ICMCI Assessors
Is the IMC planning to use the ICMCI AMCC documentation? *		ICMCI AMCC Documentation		
Is the IMC planning to use its own documentation for AMCC which is equivalent to the ICMCI process? <i>If so please ensure that ICMCI's requirements are addressed fully in the equivalence column. Please attach a copy of the documentation.*</i>				
Has the IMC designated one or more experienced individuals to plan and administer the AMCC. Please give names and email addresses. *			ISO 17024: 5.1.1 6.2.3 10.1	
What processes are in place to ensure confidentiality of information collected during the AMCC application process?			ISO 17024 7.3	
What processes do you have for discussing AMCC with potential applicants to establish their eligibility before they complete and submit their application form? *		ICMCI Guidance notes: Accredited Providers offering the AMCC	ISO 17024 9.1	

ICMCI Requirement	IMC Equivalence	Relevant Documents	Relevant Standards	ICMCI Assessor Comments
	Please describe your equivalence to the ICMCI requirement	Cross reference to your relevant documents	Please list any additional relevant standards	To be completed by ICMCI Assessors
Can you provide the applicant with a clearly defined schedule of fees and charges? <i>Please attach it to this application *</i>			ISO 17024 9.1	
The IMC has an assessment board or panel to act impartially to review, evaluate and give feedback for each application. Please give details of their names and positions within the IMC *			ISO 17024 4.2 4.3.2 ISO 17011 6.1	
Individuals involved in assessing organisations and courses are suitably qualified and knowledgeable of ICMCI's Competence Framework			ISO 17024 6.1.3	
Individuals involved in assessing organisations and courses are familiar with ISO 17011, 17024 and EN 16114			ISO 17024 6.3 EN 16114 ISO 17011	
Individuals involved in assessing organisation and courses have been trained in the IMC's AMCC *			ISO 17024 5.2.1 6.2.2.1 ISO 17011 6.2.4	

ICMCI Requirement	IMC Equivalence	Relevant Documents	Relevant Standards	ICMCI Assessor Comments
	Please describe your equivalence to the ICMCI requirement	Cross reference to your relevant documents	Please list any additional relevant standards	To be completed by ICMCI Assessors
Assessors are required to declare any potential conflict of interest relating to an AMCC application. How is this recorded and what is your method for managing this?			ISO 17024 6.2.1	
Assessors use assessment check lists to ensure all areas have been covered			ISO 17024 9.2	
The IMC receives, logs and tracks all AMCC applications and results			ISO 17024 7.1 10.2.4	
The IMC has a process for communicating results of application			ISO 17024 9.4	
ICMCI is kept informed of all AMCC approved by the IMC *			ISO 17024 7.2	
The IMC has a process to handle the renewal process of AMCCs		ICMCI: AMCC Renewal Process	ISO 17024 9.6	
The IMC has a process for withdrawing approval of the AMCC			ISO 17024 9.5	
The IMC has a process to handle appeals and complaints against decisions re AMCC status			ISO 17024 9.8 ISO 17011 5.9	

ICMCI Requirement	IMC Equivalence	Relevant Documents	Relevant Standards	ICMCI Assessor Comments
	Please describe your equivalence to the ICMCI requirement	Cross reference to your relevant documents	Please list any additional relevant standards	To be completed by ICMCI Assessors
The IMC has a financial process that enables invoicing of organisations for fees due and payments to ICMCI *				
The IMC will conduct a review of its AMCC offering, which will be followed up within the ICMCI triennial review process *			ISO 17011 7.12	
Any other comments? *				
<i>On successful application the ICMCI will approve the use of the ICMCI AMCC logo and post details of the IMC on the ICMCI AMCC webpage</i>			ISO 17011 8.2.1	

Please sign and date this application and return it by email to : icmci@icmci.org		
ICMCI Secretariat, 4 th Floor, 2 Savoy Court, London, WC2R 0EZ UK		
Signature	Print name	Date

For use by ICMCI assessors only					
Outcome of application					
Approved to offer AMCC		Referred for additional information		Declined to offer AMCC	
Any other comments?					
Signed:		Date:	Print name:		
Signed:		Date:	Print name:		
<i>On completion please forward to the ICMCI Secretariat for notification of outcome to the IMC and invoice</i>					