The INTERNATIONAL COUNCIL OF MANAGEMENT CONSULTING INSTITUTES

CMC - GLOBAL

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

ICMCI PSC Meeting on 11.08.2016

Approved by ICMCI Board on 24.08.2016

TABLE OF CONTENTS

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 27th March 2014.

The core issue is that 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 will lay down minimum common prescribed standard and processes requirements for re-certification of CMC's by member institutes.

It is also observed that most member institutes do not have any provision for temporary or permanent exit of CMC's who have chosen other professions or moved to non-consulting roles. This policy will also be applicable in case an ex-CMC chooses to re-enter into active consulting and seeks to be a CMC again. The CMC is a mark of a "practicing consultant" so, if for any reason, a temporary break or sabbatical is taken by a CMC, it would be better if s/he were not to use the CMC as it would misrepresent the case to the client. If s/he were to re-enter consulting practice, the re-certification process would be a 'light touch' assessment for his re-certification and a full certification process need not be applied.

CURRENT PROVISIONS FOR RE-CERTIFICATION OF CMC's

There is already a provision for re-certification of CMC's in the Certification Scheme Manual (2014), which gives broad guidelines for the re-certification of CMC's. This policy should expand on and be read along with clause 3.6 of the which is currently in force and provides for re-certification of CMC's thus:

3.6 Re-Certification

3.6.1 Mandatory
The member institute shall have a documented procedure for implementation of a re-certification process that ensures it confirms continued competence of the CMC certified consultant and his/her ongoing compliance with the current scheme requirements including adherence to the Code of Professional Conduct.
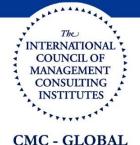
3.6.2 Mandatory
The selected re-certification activities shall be adequate to ensure that there is impartial assessment to confirm the continuing competence of the CMC certified consultant.

Formal Guidance
The member institute will base the re-certification period on a rationale for that takes into account, where relevant, local regulatory requirements, frequency of changes to normative documents, the risks resulting from an incompetent certification, requirements of interested parties and the frequency and content of ICMCI surveillance activities.

Guidance Note: **The re-certification period will normally be 3 years**

The re-certification process will include at least the following:
a. confirmation of continuing satisfactory work and work experience records
b. continuing professional development
c. client references
   The following may also be included as optional additions:
d. structured interviews
e. on-site assessment
f. examination

CMC RE-CERTIFICATION

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 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

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 valid 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 and/or national standards like ISO, CEN, etc. need to align their re-certification processes with this policy as well as the international standards.

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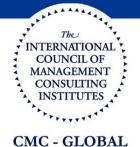
The ICMCI Professional Standards Committee can appoint mentors for those member institutes who seek assistance in this matter.

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

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.

It is placed today, before Professional Standards Committee 2016 to serve as a basis for discussion and to invite suggestions for improvement from all Members. Wider discussions over the next few weeks will help us bring larger concerns on board and we will present the outcomes at the Annual Meeting of Delegates and CMC International Conference to be held during the Management Consulting Week in Toronto from October 17-21, 2016

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