

Sponsorship Guidelines – Role of the CMC Candidate

As a requirement to certification, all CMC candidates must have their membership application and engagement summaries reviewed and signed by two CMC Sponsors. Sponsors provide guidance to candidates and serve as a coach throughout the certification process.

The objective of the CMC sponsorship process is:

1. To ensure due diligence in the certification process; and
2. To provide candidates with support throughout the certification process.

The role of the CMC candidate is:

1. Confirm two CMCs who are willing to serve as your sponsors
 - Contact the provincial institute or national office to request contact information of individuals who may be willing to serve as sponsors;
 - Contact potential sponsors by telephone or e-mail to request sponsorship;
 - Respond to initial fact finding questions by potential sponsors;
 - Accept initial feedback from sponsors regarding your ability to meet program requirements; and
 - If the CMC is willing to serve as a sponsor, schedule a follow-up meeting.
2. Proceed through the certification process
 - Become familiar with the certification process through resources provided on the CMC-Canada website;
 - Formulate any questions you may have regarding the process;
 - Attend initial meeting with sponsor(s) to address questions;
 - Arrange for periodic check-ins with the sponsor to ensure sponsors are aware of your progress in the certification process and your questions are addressed in a timely manner (not less than twice per year);
 - Confirm approach to address ad hoc questions and coaching as required;
 - Submit CV and engagement summaries to sponsor(s); and
 - Inform sponsors of oral exam result; if unsuccessful request feedback and coaching.
3. Provide closure to the sponsorship relationship
 - The sponsorship relationship ends upon successfully attaining CMC status at which time the candidate should initiate closure of the sponsorship relationship;
 - Seek information from sponsors regarding opportunities for ongoing involvement in the Association; and
 - Confirm understanding of CPD requirements.

For more information contact:

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