



A **HIGHER LEVEL** of
management consulting

ALBERTA

Message from CMC-Alberta Registrar – David Wartman, CMC

From time to time, both members and prospective members write or call to determine the requirements for joining the Institute of Certified Management Consultants of Alberta (CMC-Alberta) and pursuing their CMC designation. Because it is important that our members, (particularly those who currently hold the designation) are able to advise colleagues and prospective members about the requirements to pursue the CMC designation we thought it would be useful to provide the following information.

Regular Membership: This represents the primary approach for most prospective CMC's based on the minimum acceptable qualifications to pursue the designation. In order to qualify for regular membership, applicants must be actively practicing as a management consultant or have an interest in advancing the profession of management consulting. They must acknowledge and agree to abide by the Uniform Code of Professional Conduct. Finally, Applicants must possess a minimum of an undergraduate degree or equivalent (CA, CGA, CMA or P.Eng.). Each applicant must also be sponsored by two CMCs in good standing. Application forms, references, resumes and transcripts (where a degree has been granted from an institution outside Canada an equivalency evaluation must also be provided) must be sent to CMC-Canada, who will in turn submit the applications to the Institute for approval. Specific details as to the process are available from CMC-Canada.

Following admission to membership in the Institute each member is required to successfully complete the following course of study:

- Essentials of Management Consulting
- Project Management
- Personal and Interpersonal Skills
- Best Practices/Ethics

Upon completion of all requirements including having a minimum of 3 years consulting experience including a minimum of 1,200 hours of "client-facing work" in each year, and prior to receiving the CMC designation, each member is required to submit 3 engagement summaries of consulting projects in which the candidate has been involved and 3 client references, followed by an oral assessment of the candidate's suitability to receive the designation conducted by representatives of the Institute.

The final application for the designation will be considered by the Registration Committee of the Institute. Upon approval by the Committee, the designation will be conferred by the Board of Directors.

Experienced Stream: The experienced stream is open to those who have at least 8 years of active consulting work and are functioning as experienced practitioners. Experienced practitioners must also have a minimum of 1,200 hours of active client-facing consulting within each year. Applicants must also hold an undergraduate degree and/or a CA, CGA, CMA or P.Eng. Each applicant must also be sponsored by two CMCs in good standing. Application forms, references, resumes, transcripts (where a degree has been granted from an institution outside Canada an equivalency evaluation must also be provided) and five engagement summaries must be sent to CMC-Canada who will in turn submit the applications to the Institute for approval. Specific details as to the process are available from CMC-Canada.



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Following admission to membership in the Institute each member is required to successfully complete the Best Practices/Ethics Course; submit 3 engagement summaries of consulting projects in which the candidate has been involved; and submit 3 client references. Following submission of the appropriate documents candidates undergo an oral assessment of their suitability to receive the designation conducted by representatives of the Institute.

Upon completion of all requirements the final application for the designation will be considered by the Registration Committee of the Institute. Upon approval by the Committee, the designation will be conferred by the Board of Directors.

Executive Stream: The executive stream is open to those who have at least 3 years of active consulting work combined with at least 15 years experience as a business leader, influencer and experienced consultant or have at least 10 years of active consulting with executive experience. In addition, executive stream practitioners must have at least 600 hours of active client-facing consulting within each of their years in consulting, including the past 12 months. Applicants must be sponsored by two CMCs in good standing. Application forms, references and resumes must be sent to CMC - Canada who will in turn submit the applications to the Institute for approval. Specific details as to the process are available from CMC-Canada.

Following admission to membership in the Institute each member is required to successfully complete the Best Practices/Ethics Course, followed by an oral assessment of the candidate's suitability to receive the designation conducted by senior representatives of the Institute.

Upon completion of all requirements the final application for the designation will be considered by the Registration Committee of the Institute. Upon approval by the Committee, the designation will be conferred by the Board of Directors.

Any questions with respect to the above can be directed to CMC-Canada or to:

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