In accordance with ICMCI Policy for Recertification as a Certified Management Consultant (CMC), all practising CMCs are required to recertify every three (3) years.

Please complete and submit this form by uploading to the Documents tab in the [Members Area](https://imc.org.au/members-area/#myaccount). You will be advised upon review and satisfactory assessment of the form and **receive an updated Practising Certificate**.

**INSTRUCTIONS FOR EACH SECTION**

1. **Continuing Professional Development** – complete records for any external professional development activities undertaken in the last 3 years and record the relevant points as per the CPD table in the [Members Area](https://imc.org.au/members-area/#myaccount) or download a copy of the [CPD By Laws](https://imc.org.au/imc-by-laws/).
2. **Client Engagement Summaries and Referees** – using the template below provide a brief (<A4 page each) write up of 3 engagements undertaken for clients in the previous 3 year period. Alternative documentation such as ISO 20700 Self-Declaration Checklist, client report, etc may be submitted in lieu of write ups to minimise time involved in completing your application.
3. **Completion of ISO 20700 Self-Declaration Checklist** **Training** – need to show evidence that training was completed (ICMCI Certificate of Participation to be uploaded if not currently in IMC membership records).
4. **Applicant’s Undertaking and Declaration** – please complete and sign this declaration to complete your application.

CMC Recertification applications must be submitted within six (6) months of the due date for Recertification.

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **First Name/s**:  | **Surname**:  |
| **Employer / Own Firm**:  |
| **Position**:  |
| **Mobile**:  | **Landline**:  |
| **Email**:  | **URL**:  |
| **Please tick the relevant box**:[ ]  I am currently a practising CMC[ ]  I wish to re-enter active management consulting as a CMC |
| **CMC Certificate No** (if known):  |
| **Original certification date** (if known):  |

**SECTION 1: PROFESSIONAL DEVELOPMENT**

**A total of 60 points is required in the past 3 years.** Checkthe CPD table in the [Members Area](https://imc.org.au/members-area/#myaccount) or download a copy of the [CPD By Laws](https://imc.org.au/imc-by-laws/) to understand what activities constitute professional development.

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| **Professional Development Activities**  | **CPD Points** | **Date**  |
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| **Total CPD** |  |  |

*Add more lines if required*

**SECTION 2: CLIENT ENGAGEMENT SUMMARIES AND REFEREES**

Please complete brief summaries for 3 engagements undertaken in the last 3 years. Each summary should be no more than one A4 page in length using the headings below. Where an existing documentation contains the information about the assignment, you may submit the report in lieu of the write up along with any supporting information needed to complete the information outlined below. Any supporting information will be treated as commercial-in-confidence and remains on your membership records only.

|  |
| --- |
| **Client Summary #1** |
| 1. Client organisation/description:
 |
| 1. Assignment description and objectives:
 |
| 1. Assignment date, duration and total consulting days:
 |
| 1. Your role:
 |
| 1. Assignment steps:
2. Step 1.
 |
| 1. Outcomes:
 |
| 1. Key learning/s based on issues faced and how these were handled:
 |
| 1. Client referee details:
 |

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| --- |
| **Client Summary #2** |
| 1. Client organisation/description:
 |
| 1. Assignment description and objectives:
 |
| 1. Assignment date, duration and total consulting days:
 |
| 1. Your role:
 |
| 1. Assignment steps:
2. Step 1.
 |
| 1. Outcomes:
 |
| 1. Key learning/s based on issues faced and how these were handled:
 |
| 1. Client referee details:
 |

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| **Client Summary #3** |
| 1. Client organisation/description:
 |
| 1. Assignment description and objectives:
 |
| 1. Assignment date, duration and total consulting days:
 |
| 1. Your role:
 |
| 1. Assignment steps:
2. Step 1.
 |
| 1. Outcomes:
 |
| 1. Key learning/s based on issues faced and how these were handled:
 |
| 1. Client referee details:
 |

**SECTION 3: Completion of ISO 20700 Self-Declaration Checklist TRAINING**

Please upload the ICMCI Certificate of Participation to the [Members Area](https://imc.org.au/members-area/#myaccount) Document tab, if IMC does not currently have a copy of the certificate in IMCs membership records.

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| **ISO 20700:2017 Certificate of Participation No** (if known):  |
| **ISO 20700:2017 Certificate date** (if known):  |

**SECTION 4: APPLICANT’S UNDERTAKING**

I declare that:

[ ]  I am currently practising as a full-time Management Consultant

Or

[ ]  As a previously certified CMC, I wish to re-enter active consulting as a CMC

I agree that the Institute of Management Consultants, through its CMC Recertification process, has the right to verify the recent consulting experience and the management consulting hours as declared by me. This may entail obtaining information from all parties as the Institute sees fit in order to make the necessary assessment and decision on my recertification application.

I agree that, in the event of my recertification as CMC, I will abide by the Constitution of the Institute and all its By-laws and any other rules of the Institute including the Institute’s Code of Professional Conduct and Rules of Professional Development.

I agree to further the objectives of the Institute as far as I am able.

I certify that all statements made by me in this application form and attachments are true and correct.

Signature:

(An electronic signature is acceptable.)

Date: