

## Certified Management Consultant (CMC) Designation Program Approved MBA and Continuing Education Stream

Below is detailed information for the CMC Program following the approved MBA and Continuing Education Stream. This stream is for candidates who have graduated from specific programs only at **Royal Roads University, St. Mary's University, the University of Ottawa, the University of Waterloo, the University of Alberta, Queen's University, McGill University George Brown College or University of Toronto.**

### Step 1: Apply for CMC-Canada Membership

#### Completed Application Form:

- Completed [application form](#) and membership fees payment including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute.
- Annual Membership is \$499 (plus tax) per year January to December (pro-rated based on the month in which you join).
- If you are currently enrolled in full-time studies at a Canadian University, you qualify for Student Membership (annual fee is \$75 plus tax). If you are a recent graduate, you may qualify for a Young Professional Membership. More details are available online [here](#).

#### Undergraduate Degree or Equivalent:

- Candidates must possess at least an undergraduate degree or equivalent (submit transcripts from approved university to ensure completion of required courses). **Original transcripts are to be sent directly from the University to the CMC-Canada office.**

### Step 2: Application Review/Approval by the Provincial Institute

Your application will be reviewed by the appropriate Provincial Institute to confirm you are eligible for the CMC-Canada-approved MBA and Continuing Education Stream.

### Step 3: Complete Required Courses

- Candidates who have completed the pre-approved programs receive exemptions from the Essentials of Management Consulting (EMC) course, the Ethical Behaviour course and exam, one course in the area of Project Management, and two courses in Interpersonal/Personal Skills (provided they have completed the approved courses at their respective universities – a list of these approved courses can be found at the end of this document).
- Queen's MBA applicants receive an exemption from taking the Proficiency in Project Management and Interpersonal/Personal Skills programs, provided that the Queen's MBA applicant meets the equivalency requirements (see page 4). Queen's MBA applicants must take CMC-Canada's EMC and Ethical Behaviour courses.

## Step 4: Complete Oral Assessment

Note: Candidates **MUST** have at least three years' full-time management consulting experience in order to proceed to this step.

### Part One: Preparation Requirements

#### *Two CMC Sponsors:*

- Sponsors must be members in good standing of the Provincial Institute in which you are applying for membership. If you do not know any CMCs, CMC-Canada can assist you in finding sponsors.

#### *Experience Declaration Form*

- Signed declaration attesting to at least three years/1,200 hours a year in the business of management consulting including the immediate past 12 months. This declaration must be signed by one of the candidate's CMC sponsors. Declarations are submitted to the CMC-Canada office, which forwards them to the appropriate Institute for review.

#### *Engagement Summaries*

- All candidates must submit three engagement summaries of consulting projects in which they have been involved ) during the past three (3) years, demonstrating 1,200 hours in management consulting per year, including one in the last twelve (12) months. All summaries must be reviewed and initialed by one of the candidate's CMC sponsors prior to submission to the CMC-Canada office, which forwards them to the appropriate Institute for review.

**Note:** The sponsors' role is to guide the candidate through the certification process. Client references are used by oral assessors to attest to a candidate's skills as a management consultant. A sponsor *cannot act* as a candidate reference when they have acted as sponsor for that same candidate.

#### *Client References*

- All candidates must ensure submission of three client references based on their engagement summaries, including one in the last twelve months (clients complete a questionnaire that independently verifies CMC candidates' consulting skill competency and adherence to ethical behaviour). Client references will be provided directly to CMC-Canada by the client

#### *Client Deliverables*

- All candidates will bring multiple copies of sample deliverables to their Oral Assessment, based on one engagement summary and the client reference for the same project. The deliverables will be submitted in hard copy at the oral assessment **ONLY** and the candidate will take the copies away at the end of the assessment. CMC-Canada and/or the assessors will not retain copies of the deliverables. Oral assessors will sign a confidentiality agreement prior to the assessment.

### Part Two: Oral Assessment

- Register for the Oral Assessment. **Cost for the assessment is \$850 plus tax.**
- Complete Oral Assessment with questions based on the competency framework and the candidate's engagement summaries, client references and deliverables for the same project.

## Step 5: CMC Designation Granted by Certifying Institute

Membership is upgraded to CMC Member. **Annual CMC fees are \$675 plus tax.**

## Step 6: Maintain CMC Designation

- CMCs are required to track their Continuing Professional Development – 35 points per year. Tracking and reporting of points begins 12 months after earning the CMC designation.
- CMCs are required to keep their membership in good standing to maintain their CMC designation (pay annual fees - currently \$675 plus tax)

If you have any questions, or would like more information about the CMC program, please contact Manager, Certification, 416-860-1515/800-268-1148 or [certification@cmc-canada.ca](mailto:certification@cmc-canada.ca).

Program	CMC-Canada Course Requirement	Approved Course
<b>Royal Roads University</b>	EMC/Ethical Behaviour  Project Management Interpersonal/Personal Skills	<b>EXMN 661</b> – Management Consulting-Best Practices <b>EXMN 668</b> – Management Consulting-Essentials <b>EXMN 661</b> <b>BUSA 507</b> – Foundations of Strategic Leadership
<b>St. Mary's University</b>	EMC/Ethical Behaviour Project Management Interpersonal/Personal Skills	<b>MGMT 6601</b> – Management Consulting <b>SMBA 6690</b> – Managing Consulting Projects <b>MGMT 6585</b> <sup>1</sup> – People in Organizations <b>MGMT 6595</b> <sup>2</sup> – Responsible Leadership
<b>University of Ottawa</b>	EMC  Ethical Behaviour Project Management Interpersonal/Personal Skills	<b>MBA 6269</b> – Management Consulting <b>MBA 6499</b> – MBA Consulting Project <b>MBA 5211</b> – Corporate Governance and Ethics <b>ADM 6260</b> – Project Management <b>MBA 5235</b> – Management Skills 1 <b>MBA 5238</b> – Management Skills 2
<b>University of Waterloo</b>	EMC Ethical Behaviour Project Management (one course) Interpersonal/Personal Skills (two courses)	Essentials of Management Consulting Certificate <b>BET620</b> – Corporate Social Responsibility and Ethics <b>BET604</b> – New Technology-based Venture Creation <b>BET607</b> – Managing Technological Innovation <b>BET600</b> – Applied Business Leadership Skills for Entrepreneurs (Commercialization Practicum) <b>BET601</b> – Strategically Managing the Entrepreneurial Organization <b>BET602</b> – Marketing Strategies for New Technology-based Ventures <b>BET603</b> – Entrepreneurial Finance for Technology-based Enterprise <b>BET604</b> – New Technology-based Venture Creation

<sup>1</sup> MGMT 5585 also accepted (offered prior to 2016)

<sup>2</sup> MGMT 5586 also accepted (offered prior to 2016)

**BET605** – Essential Accounting for Entrepreneurs  
**BET607** – Managing Technological Innovation  
**BET608** – Entrepreneurial Applications of Technology  
**BET620** – Social Entrepreneurship and Corporate Social Responsibility

<b>Program</b>	<b>CMC-Canada Course Requirement</b>	<b>Approved Course</b>
<b>University of Alberta</b>	EMC/Project Management	<b>SMO 636</b> – Management Consulting <b>SMO 651</b> – Fundamentals of Project Management for Consulting Professionals <b>CMC-Canada course</b>
	Ethical Behaviour Interpersonal Skills	<b>SMO 500</b> – Managing People <i>or</i> <b>SMO 657</b> - Interpersonal Communication and Team Management <b>SMO 652</b> – Leadership Skills
	Personal Skills	<b>CMC-Canada course</b>
<b>Queen’s University</b>	EMC Ethical Behaviour	<b>CMC-Canada course</b>
	Project Management	<i>Please note the 4 Queen’s MBA Programs and their corresponding courses below:</i> <b><u>Full-Time MBA</u></b> <b>MBAS 844</b> – Project Management (elective) <b><u>Executive MBA</u></b> <b>MBUS 942</b> – Project Management (elective) <b><u>Cornell-Queen’s Executive MBA</u></b> <b>MBAS 844</b> or <b>MBUS 942</b> or course equivalent as assessed by CMC-Canada <b><u>Accelerated MBA</u></b> <b>MBAS 844</b> or <b>MBUS 942</b> or course equivalent as assessed by CMC-Canada
	Interpersonal/Personal Skills	<b><u>Full-Time MBA</u></b> <b>MBAS 843</b> – Creativity, Innovation and Entrepreneurship <b>MBAS 850</b> – Leading with Integrity ( <i>Formerly Leadership</i> ) <b>MBAS 834</b> – Personal Communication Skills <sup>3</sup> <b>MBAS 852</b> – Managing Human Capital ( <i>Formerly Organizational Behaviour</i> )

<sup>3</sup> MBAS 851 – Negotiations and Conflict Management also accepted (prior to 2017)

**Executive MBA**

**MBUS 802** – Creating High Performance Teams

**MBUS 851** – Human Resources Management

**MBUS 952** – Negotiations and Conflict Management

**MBUS 957** - Leadership

**Cornell-Queen's Executive MBA**

**MBQC 802** – Leadership

**MBQC 851** – Managing and Leading Organizations

**MBQC 926** – Human Resources Management

**MBQC 952** – Negotiations and Conflict Management

**Accelerated MBA**

**MBUS 843** – New Venture Management (*Formerly Leadership and Interpersonal Skills for Managers*)

**BUS 844** – Ethical Leadership and Corporate Social Responsibility

<b>Program</b>	<b>CMC-Canada Course Requirement</b>	<b>Approved Course</b>
<b>McGill University</b>	EMC	<b>CBUS 120</b> – Fundamentals of Management Consulting
	Project Management	<b>CBUS 225</b> – Project Management in Practice <i>or</i> <b>CBUS 226</b> – Aviation Project Management
	Ethical Behaviour	<b>CBUS 220</b> – Professional Ethics in Management and Consulting
	Personal Skills	<b>CBUS 221</b> – Leading Sustainable Change
	Interpersonal Skills	<b>CBUS 216</b> – Interpersonal Skills for Professionals
<b>George Brown College</b>	EMC	<b>MGMT 4011</b> – Introduction to Consulting <i>and</i> <b>MARK 4020</b> – Consulting Project – Field Work <i>and</i> <b>MGMT 4014</b> – Consulting Speaker Series
	Project Management	<b>BUS 4017</b> – Project Management
	Personal and Interpersonal Skills	<b>MGMT 4022</b> – Organizational Excellence <i>and</i> <b>MARK 4013</b> – Market Research <i>and</i> <b>MGMT 4012</b> – Strategic Analysis
	Ethical Behaviour	<b>CMC-Canada course</b>

Program	CMC-Canada Course Requirement	Approved Course
<b>University of Toronto</b>	EMC Project Management Interpersonal/Personal Skills Ethical Behaviour	<b>APS1049</b> – Management Consulting for Engineers <b>APS1001H</b> – Project Management <b>APS1013</b> – Applying Innovation in Engineering  <b>CMC-Canada course</b>