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Institute of Certified Management Consultants of Manitoba

Policy Statement 1

Membership Categories, Membership Statuses, Eligibility Criteria, and Maintenance Requirements

Approved by Council – August 7, 2026

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1 Preamble

In collaboration with other Canadian Certifying Institutes (CIs), in 2021 the Institute of Certified Management Consultants of Manitoba (the "Institute") adopted "Target Membership Framework 2022" for the purpose of streamlining and aligning membership classes. The intention is to create consistency among Institutes and meet the legislative requirements of jurisdictions that strictly define and monitor regulated professions. The first phase of this work was to amend the Constitution and By-laws of the Institute (the "By-laws") of the Institute to identify two membership "categories": Certified and Non-Certified. Within each of these categories, the Institute recognizes several membership "statuses". Details of the membership statuses within the two categories is a matter of Institute policy, which may be adjusted by Council from time to time to address the evolution of the profession, e.g., as Institute demographics or member needs change.

This policy was established by the Council of the Institute and became effective with the By-law revisions approved by the Institute membership at the Annual General Meeting on May 27, 2021. The policy was established within the context of *The Institute of Certified Management Consultants of Manitoba Act*, C.C.S.M. c. C47, ("the Act") and the By-laws. In the event of any inconsistency between this policy, the By-laws, and the Act, the By-laws prevail over the policy, and the Act prevails over the By-laws.

The Institute is committed to registration practices that are transparent, objective, impartial, and fair to all applicants for certification. The Institute voluntarily complies with the Fair Registration Practices Code that forms Part 2 of *The Fair Registration Practices in Regulated Professions Act*, C.C.S.M. c. F12. As a self-regulating profession in Manitoba, the Institute strives to offer clear and understandable information regarding:

- Registration practices, internal review, and appeal processes
  - Please refer to the sections 5(1) and 8(1) of the Act, By-laws s2, and this Policy Statement 1, as amended by Council from time to time.
- Typical duration of the registration process
  - Certification of members as Certified Management Consultants generally takes three to six months and is highly dependent upon the candidate's preparedness and the time that the candidate can direct towards meeting the certification requirements, e.g., completion of course work, completion of engagement summaries (as required), and successful completion of the oral examination.
- Objective requirements for registration, including a description of the criteria used to assess whether the requirements have been met, together with a statement of which requirements can be satisfied through alternatives that are acceptable to the Institute
  - Please refer to this Policy Statement 1 and to the description of the certification process on the CMC-Manitoba website, www.cmc-manitoba.ca.
- Supports available to applicants during the registration process
  - The Institute offers various supports to candidates throughout the certification journey, e.g., assistance to identify sponsors who can guide candidates through the certification journey, resources such as the Competency Framework, Common Body of Knowledge, Code of Professional Conduct and Statements of Interpretation, and

various courses, including Essentials of Management Consulting, Ethical Behaviour, etc., to ensure protection of the public and that Certified Members are properly prepared to address their obligations to the public, the profession, other members of the profession, and their clients. While the Institute supports candidates to achieve certification, our supports in no way seek to reduce the rigour of the certification journey.

- Fees related to membership and registration
  - Please refer to section 6 of this Policy Statement 1 for a summary of annual membership fees for the 2026 calendar year. Annual membership fees may be amended by Council from time to time. Please contact Registrar@CMC-Manitoba.ca to confirm current annual membership fees.

2 General Requirements for Membership

Section 5(1) of the Act states:

5(1) The Institute shall grant a membership in the Institute to any individual who applies therefor in accordance with the By-laws, if the individual:
- (a) is of good character
- (b) has complied with the academic and experience requirements specified in the By-laws for the issuance of membership
- (c) has passed such examinations as council may set or approve in accordance with the By-laws, and
- (d) has paid such fee or fees as are prescribed in the By-laws.

The Institute recognizes two categories of membership: Certified Members and Non-Certified Members. According to By-laws s1, Certified Members are those permitted to use the CMC designation. Within each category, the Institute recognizes several statuses.

3 Certified Members

Certified Members may be in different circumstances and require accommodation. These individuals are still Certified Members, but their status may change from full time and practising through circumstances or choice. Certified Members merit different statuses that offer flexibility to accommodate such changes.

Under section 13(1) of the Act, all Certified Members may use the designation “Certified Management Consultant” and the post-nominal initials “CMC”.

3.1 Full/Regular status

3.1.1 Definition

Certified Members who have not been granted Retired or On Leave status are Full/Regular Members.

3.1.2 Eligibility Requirements

To be eligible for Full/Regular status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Meet the general requirements specified in section 5(1) of the Act
4) Abide by the requirements identified in the Act, the By-laws, and Institute policy
5) Be primarily engaged (e.g., for at a minimum of 1,200 hours per year) in the professional practice of Management Consulting in Manitoba or in such other jurisdiction as Council shall from time to time recognize, continuously for the six-month period immediately prior to the date of application for membership. Hours of practice management and administration are to be included towards the minimum number of hours required.
6) Hold a degree from a recognized university or equivalent professional qualifications as may be approved by Council from time to time

7) Have a minimum of three years of Management Consulting experience, including the most recent 12 months. All qualifying years of experience must meet requirement 5) above
8) Successful complete such qualifying examinations as may be established by Council from time to time. A candidate may attempt each examination no more than three times and shall complete all examinations within the immediately preceding five-year period. Notwithstanding these requirements, Council may extend the number of attempts or the period for completion or both for a candidate, as it deems appropriate
9) Receive formal approval of Full/Regular status by the Council.

Notwithstanding these requirements, Council may resolve to admit to the Full/Regular status certain Management Consultants who do not meet all the eligibility requirements listed above but who merit admission because of their Management Consulting skills, abilities and recognized achievements in the Management Consulting field.

3.1.3 Requirements to Maintain Full/Regular Status

To maintain Full/Regular status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Meet the continuing professional development requirements specified by Council from time to time
6) Complete an annual statutory declaration of the form specified by Council from time to time.

3.2 Retired status

3.2.1 Definition

Certified Members who no longer work or who work for not more than 160 compensated hours during the calendar year, regardless of age, may apply for Retired status, in accordance with By-laws s2.3.

If a Certified Member exits the workforce entirely or substantially and wants to keep the right to use their CMC designation, they may apply for Retired status. Certified Members with Retired status maintain the right to use their designation for so long as they meet the requirements for retaining Retired status.

Certified Members who retire from a company or firm but continue to practice are not eligible for Retired status. Members who cease practice in Management Consulting but continue to work in a field unrelated to consulting are not eligible for Retired status.

3.2.2 Eligibility Requirements

To be eligible for Retired status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) When applying for Retired status, provide the Institute with an attestation and documentation of the form established by Council from time to time

Where the application of this policy to a Member is not clear-cut and requires judgement, the status will be subject to approval by the Registrar, who may consult with Council.

3.2.3 Requirements to Maintain Retired Status

To maintain Retired status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Must meet the continuing professional development requirements specified by Council from time to time
4) Complete an annual statutory declaration of the form specified by Council from time to time.
5) Not work more than 160 hours per year in management consulting for a fee. If the Member does practice more than 160 compensated hours during the calendar year, then the Full/Regular membership fee shall apply, and Retired status shall be revoked.
6) Not work in any field unrelated to Management Consulting.

The Member is not required to report Continuing Professional Development (CPD) credits.

3.3 On-Leave status

3.3.1 Definition

Certified Members who wish to retain their CMC designation during a temporary work stoppage, transition or disruption may apply for On-Leave status. Examples include parental leave, educational leave, unemployment, or illness. Certified Members with On-Leave status may continue to use the CMC designation.

Members who take employment leave from a company or firm but continue to practice Management Consulting on a full-time, part-time or occasional basis are not eligible for On-Leave status. Members who cease practice in Management Consulting but continue to work in a field unrelated to consulting are not eligible for On-Leave status.

On-Leave status is limited to two full years from the time of application. The Registrar may make exceptions at their discretion.

Should Members with On-Leave status wish to resume practice, they may apply for reinstatement as a Full/Regular Member without having to undergo re-examination, if the duration of the leave is two years or less.

3.3.2 Eligibility Requirements

To be eligible for On-Leave status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) When applying for On-Leave status, provide the Institute with an attestation and documentation of the form established by Council from time to time
4) Not practice Management Consulting on a full-time, part-time or occasional basis
5) Not work in any field unrelated to Management Consulting.

Where the application of this policy to a Member is not clear-cut and requires judgement, the status will be subject to approval by the Registrar, who may consult with Council.

3.3.3 Requirements to Maintain On-Leave Status

To maintain On-Leave status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Re-confirm annually that they are on leave.
5) Pay the annual membership fee specified by Council from time to time
6) Complete an annual statutory declaration of the form specified by Council from time to time.
7) Not practice Management Consulting on any basis. If the Member does practice during the On-Leave period, then the Full/Regular membership fee shall apply, and On-Leave status shall be revoked.
8) Not work in any field unrelated to Management Consulting.

Continuing On-Leave status is subject to review by the Registrar and approval of the Council.

Certified Members with On-Leave status are temporarily relieved of the continuing professional development requirement. While continuing professional development is not required, the annual statutory declaration is required, which states that CMCs shall not practice beyond their skills and capabilities.

4 Non-Certified Members

Non-Certified Members are interested persons who have not satisfied the requirements for certification and have not been granted the CMC designation. The Institute recognizes the following statuses of Non-Certified Members:

- Candidate status
- Associate status
- Young Professional status
- Student status
- Honorary status.

4.1 Candidate status

4.1.1 Definition

Individuals who intend to pursue certification but are not yet certified may apply for Candidate status.

4.1.2 Eligibility Requirements

To be eligible for Candidate status, the individual must:

1) Support the goals and objectives of the Institute
2) Meet the general requirements specified in section 5(1) of the Act
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Complete the Institute's membership application
5) Be primarily engaged (e.g., for at a minimum of 1,200 hours per year) in the professional practice of Management Consulting in Manitoba or in such other jurisdiction as Council shall from time to time recognize, continuously for the six-month period immediately prior to the date of application for membership. Hours of practice management and administration are to be included towards the minimum number of hours required.
6) Hold a degree from a recognized university or equivalent professional qualifications as may be approved by Council from time to time
7) Have a minimum of three years of Management Consulting experience, including the most recent 12 months. All qualifying years of experience must meet requirement 5) above.

Notwithstanding these requirements, Council may resolve to admit to the Candidate status certain Management Consultants who do not meet all the eligibility requirements listed above but who merit admission because of their Management Consulting skills, abilities and recognized achievements in the Management Consulting field.

Council may require that individuals seeking admission to Candidate status who do not meet all the preceding requirements may require additional years of experience and additional years of membership in the Institute in lieu of post-secondary education.

4.1.3 Requirements to Maintain Candidate Status

To maintain Candidate status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Meet the continuing professional development requirements specified by Council from time to time.

4.2 Associate status

4.2.1 Definition

Individuals who do not intend to pursue certification in the near term may apply for Associate status.

4.2.2 Eligibility Requirements

To be eligible for Associate status, the individual must:

1) Support the goals and objectives of the Institute
2) Meet the general requirements specified in section 5(1) of the Act
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Complete the Institute's membership application.

4.2.3 Requirements to Maintain Associate Status

To maintain Associate status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Meet the continuing professional development requirements specified by Council from time to time.

4.3 Young Professional status

4.3.1 Definition

Individuals who are beginning their careers in Management Consulting may apply for Young Professional status.

4.3.2 Eligibility Requirements

To be eligible for Young Professional status, the individual must:

1) Support the goals and objectives of the Institute
2) Meet the general requirements specified in section 5(1) of the Act
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Complete the Institute's membership application
5) Have graduated with a degree from a recognized university within the past two years.

In the third year following graduation from university, Members with Young Professional status shall move to either Associate status or Candidate status.

4.3.3 Requirements to Maintain Young Professional Status

To maintain Young Professional status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Meet the continuing professional development requirements specified by Council from time to time.

4.4 Student status

4.4.1 Definition

Post-secondary or graduate students who are interested in the professional practice of Management Consulting may apply for Student status.

4.4.2 Eligibility Requirements

To be eligible for Student status, the individual must:

1) Support the goals and objectives of the Institute
2) Meet the general requirements specified in section 5(1) of the Act
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Complete the Institute's membership application
5) Be enrolled in a post-secondary or graduate program at a recognized university.

Upon graduation with a degree from a recognized university, Members with Student status may apply for Young Professional status.

4.4.3 Requirements to Maintain Student Status

To maintain Student status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Meet the continuing professional development requirements specified by Council from time to time
6) Remain enrolled in a post-secondary or graduate program at a recognized university.

4.5 Honorary status

4.5.1 Definition

The Institute may recognize individuals who have performed distinguished service to the profession and science of Management Consulting as Non-Certified Members of the Institute with Honorary status.

The Institute recognizes the following types of honorary recognition of Non-Certified Members:

- Honorary Member, CMC (Hon)
- Honorary Fellow, FCMC (Hon)

4.5.2 Eligibility Requirements

To be eligible for Honorary status, the individual must:

1) Support the goals and objectives of the Institute
2) Meet the general requirements specified in section 5(1) of the Act
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Not be a Certified Member
5) Not be engaged in the practice of Management Consulting
6) Not otherwise be a Member of the Institute
7) Have performed distinguished service to the profession and science of Management Consulting
8) Meet any other criteria for the award which the Council may establish from time to time.
9) Receive formal approval of Honorary status by the Council.

4.5.3 Requirements to Maintain Honorary Status

To maintain Honorary status, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Not be a Certified Member
5) Not be engaged in the practice of Management Consulting
6) Not otherwise be a Member of the Institute.

5 Honorary Recognition of Certified Members

The Institute may recognize Certified Members who have provided distinguished service to the profession and science of Management Consulting with honorary recognition, as indicated in By-laws s3.0.

5.1 Fellow

5.1.1 Definition

The Institute may recognize certain individuals who have provided outstanding service to the profession or made exceptional community contributions that bring credit to the profession as Fellows of the Institute.

5.1.2 Eligibility Requirements

To be eligible for consideration as a Fellow, the Member must:

1) Remain in good standing with the Institute
2) Support the goals and objectives of the Institute

3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Meet the continuing professional development requirements specified by Council from time to time
6) Complete an annual statutory declaration of the form specified by Council from time to time.
7) Have been a Certified Member of the Institute for at least 10 years
8) Be Certified Member at the time of the award
9) Command exceptional respect and merit in the performance of their practice and at least one of the following:
    a. Have performed outstanding service to the profession of Management Consulting through work on behalf of the Institute
    b. Have made exceptional contributions to the community over a period of several years that bring credit to the profession of Management Consulting well beyond normal
10) Meet any other criteria for the award which the Council may establish from time to time.
11) Receive formal approval of honorary recognition as a Fellow by the Council.

5.1.3 Requirements to Maintain Honorary Recognition as a Fellow

To maintain honorary recognition as a Fellow, the Fellow must:

1) Maintain their status as a Certified Member in accordance with section 3 of this Policy Statement.

5.2 Life Member

5.2.1 Definition

The Institute recognizes certain Certified Members as Life Members. Life Members retain the rights and privileges of Certified Members. While Life Members retain this honorary recognition, the Institute stopped granting such recognition in September 2020.

5.2.2 Eligibility Requirements

To have been eligible for consideration as a Life Member, the Member:

1) Has fully retired from the practice of Management Consulting, excluding service on boards, commissions and similar bodies
2) Was in full-time Management Consulting for 10 years or more
3) Was a Certified Member of the Institute for 10 years or more
4) Abided by the Institute's Code of Professional Conduct
5) Received formal approval of honorary recognition as a Life Member by the Council.

5.2.3 Requirements to Maintain Honorary Recognition as a Life Member

To maintain honorary recognition as a Life Member, the Life Member must:

1) Remain in good standing with the Institute

2) Support the goals and objectives of the Institute
3) Abide by the requirements identified in the Act, the By-laws, and Institute policy
4) Pay the annual membership fee specified by Council from time to time
5) Must meet the continuing professional development requirements specified by Council from time to time
6) Complete an annual statutory declaration of the form specified by Council from time to time.

If a Life Member intends to return to the practice of Management Consulting or other employment, they must advise the Institute in writing within 30 days of returning to work and pay Full/Regular membership fees appropriate to a Certified Member.

6 Summary of Fees and Maintenance Requirements

Annual fees and maintenance requirements are summarized in the following table, which is subject to change by Council from time to time. In accordance with By-laws s16.2, all Certified Members must adhere to the Uniform Code of Professional Conduct and the associated Statements of Interpretation.

Membership Category	Membership Status	Annual Fee	Annual Continuing Professional Development (CPD) Credits Required	Annual Statutory Declaration Required
Certified Member	Regular/Full	$625.00	35	Yes (4)
	Retired	$170.00	0	Yes (4)
	On-Leave	$170.00	0	Yes (4)
	Life Member (1)	$85.00	0	Yes (4)
	Life Member (1) – Free	$0.00	0	Yes (4)
Non-Certified Member	Associate (2) – Candidate	$275.00	0	No
	Associate (2) – Full	$275.00	0	No
	Associate (2) – New Grad, Year 1	$137.50	0	No
	Associate (2) – New Grad, Year 2	$206.25	0	No
	Student	$25.00	0	No
	Student – APP (3)	$0.00	0	No
	Honorary	$0.00	0	No

Notes

(1) The Institute no longer confers Life Member status. Current Life Members are grandfathered.
(2) Associates who are age 30 or under at the time of fee assessment receive a 25% discount on the Annual Fee listed.
(3) Refers to a Student who is enrolled at an institution that participates in the Academic Partner Program (APP)
(4) In accordance with By-laws s2.13.