

Management Consultant CMC

(Certified Management Consultant)

Information (regulations, indications) about the CMC-examination procedure

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Introduction

It does not help to just ask methodic knowledge which can be attained in seminars in order to certify a management consultant and to award him/her as especially qualified in the huge group of professionals. A holistic view of the consultant is required for a certification. He/she has to verify his/her professional experience as well as project success and expertise. The consultant has to convince his/her customers as well as qualified colleagues of his/her skills for the certification.

The Bundesverband Deutscher Unternehmensberater BDU e.V. had joined the International Council of Management Consulting Institutes (ICMCI) already in 1995 and since then is entitled to award the international acknowledged title "Management Consultant CMC – Certified Management Consultant" in Germany. The „Certified Management Consultants“ birthplace is in America. Most of the „CMCs“ are registered there (Canada and USA 4.000, Europe 3.000). You will find more information about ICMCI on <http://www.icmci.org>.

The BDU awards the following titles:

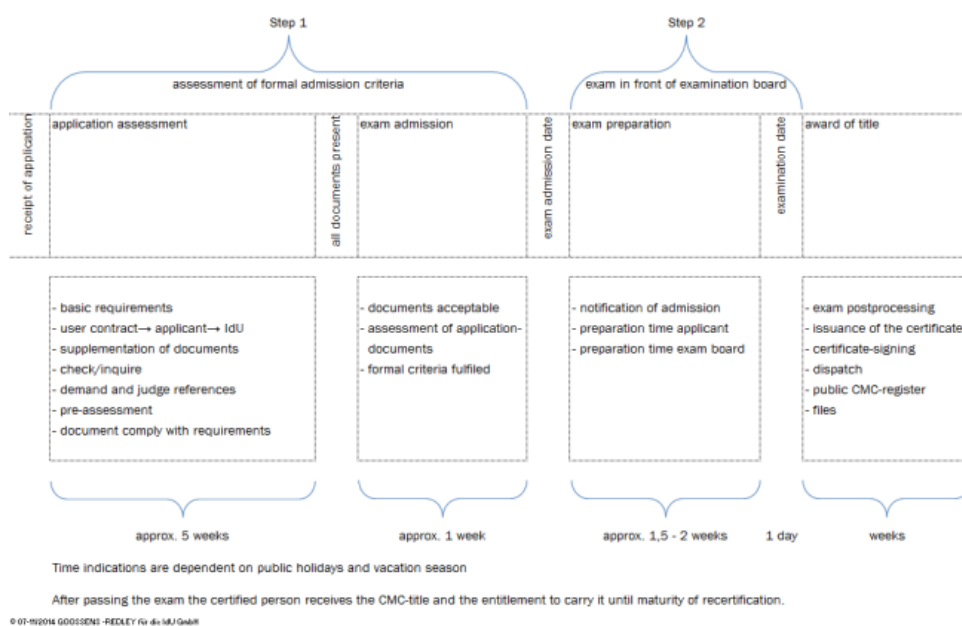
- Management Consultant CMC
- Management Consultant CMC/BDU
- Restructuring Consultant CMC
- Restructuring Consultant CMC/BDU

The addition „/BDU“ indicates that the management consultant is a permanent employee, manager or owner of a management consultancy, which meets as a BDU member the challenges of special requirements regarding consultancy quality and code of conducts.

About this document

This document shows in its respective current edition (published on <https://www.bdu.de/>) requirements, rules and obligations of the applicant regarding the CMC-title awarding. Because of the application's admission for the CMC examination the applicant is constantly obliged to acknowledge the latest information about CMC which are published online. The obligations as CMC result from the application dossier and information of this document.

The CMC examination process takes place in a two-step procedure according to the following graphic:



The applications should be submitted as early as possible and not just at the time of application deadline for the examination dates. There are repeated delays because the customer references are not at hand on time. The examination admission is only possible if all necessary documents are present at the exam admission date.

The overall view of the applicant is important to the examination committee as well as the achievement of a certain score respectively their percentage result along the entire examination procedure. This also includes the submitted respectively the documents still to be submitted and their completeness (also in recertification processes).

0. Guiding principal in the sense of certification for CMC

The Management Consultant CMC respectively Management Consultant CMC/BDU acts autonomous, unbiased and conscientious. He/she only accepts orders if he/she has the required competence and the necessary time for processing. Orders which require unlawful and unfair practices will be rejected or not executed. Furthermore he/she fulfils the appropriate duty of care regarding the consulting process towards his/her customers.

The code of conduct of BDU applies to Management Consultants CMC and the code of conduct of BDU applies to Management Consultants CMC/BDU.

Certification notes:

- Informationen about the admission process for Management Consultants CMC respectively CMC/BDU have to be acknowledged by the CMC constantly in the respective current version.
- Constant acknowledgement for compliance of the respective valid codes of conducts through the „Application for examination admission to receive the title CMC respectively CMC/BDU“.

1. Acceptance criteria for Management Consultants CMC

1.1. Category of persons

The title „Management Consultant CMC“ respectively „Management Consultant CMC/BDU“ will only be awarded to management consultants in the sense of management consultancy according to ICMCI regulations.

Professional management consultants are being ordered by organisations / companies to offer consultancy services in objective and independent manner. The priority of consultation is thereby with the view of the company in its whole and is oriented especially towards present and future.

Management consultancy is advice and assistance with analysis, elaboration und implementation of questions in every entrepreneurial, business and technical functional areas of clients e.g. corporate management / strategy, organisation, management, marketing, production, logistics and so on. Goal is to support the company with securing success respectively increase and protection of its chances. The consultation includes the identification and analysis of risks, the development of solutions and the support regarding implementation of suggested or agreed strategies and measures.

The professional management consultant shows his/her independence and neutrality by not being the organ or employee of the company to be advised respectively the organisation to be advised.

Attention: The title Management Consultant CMC respectively Management Consultant CMC/BDU cannot be awarded to consultants with the following key activities:

- ≠ Project management of external projects for customers e. g. power station-and plant construction, software implementa-

tion, IT- development projects and so on. These are in general orders where project management standards respectively certifications are required (e. g. IPMA, GPM, PMBOK Guide, Prince 2, DIN 69901, ISO 21500 V_Model and so on) and the project manager is normally busy for more than 8 months with individual projects.

Project-management of consulting projects respectively project-related measures for the implementation at the customer is to be attributed to the affected key activities of management consulting (e. g. corporate management, organisation, controlling, marketing, restructuring, company foundation and so on).

- Assistance regarding research and sourcing of employees;
- Outplacement;
- Software-engineering, software generation, software adaptation, software training;
- Interim-Management.

- Certification notes:
- Verification through appendix I of the application of admission 2.1, 2.2
 - Verification of each recertification

1.1.1 Personal requirements for title awarding

The personal requirements for management consultants regarding the award of the title comply with the ICMCI standards.

The examination- and recertification procedure of the category of persons under 1.1.2 and 1.1.3 do not differ.

1.1.2 Management Consultants CMC in an employment relationship

Rights and obligations of CMC management consultants shall be applied to accordingly by the ones who are in an employment relationship and process orders regarding management consultation of their employers.

1.1.3 Management Consultant without BDU-membership

The title „Management Consultant CMC“ (without the „BDU-addition“) is available for freelancers or management consultants who are not permanently employed by a BDU-consultancy.

- Certification notes:
- Verification of previous work respectively previous employers
 - Internet and other research

1.1.4 Owner / Managing Director and employees of BDU-management consultancies

The BDU-membership is a firm membership. It refers to the legal unit, which is contract partner of the client. The title “Management Consultant CMC/BDU” will be awarded to persons who are owner, manager or permanent employee of BDU-member-companies.

The title “Management Consultant CMC/BDU” and the registration into the professional register remains as long as the owner, manager or permanent employee works for the BDU-member-company respectively as long as the company is a BDU-member. The title “Management Consultant CMC/BDU” cannot be received or owned by freelancers.

- Certification notes:
- Verification of BDU-membership
 - Internet and other research

1.1.5 Basic requirements about professional qualification and professional experience

A maximum of ¼ of the following listed minimum requirements for the full-time practice in a management consultancy may be allocated to the position as consulting assistant or junior-consultant.

1.1.5.1 Management consultants without professional experience in other economic sectors

<u>Professional qualification</u>	<u>full-time practice in a management consultancy</u>
▪ Practitioner (without academic degree)	8 years
▪ Bachelor or academic degree	5 years
▪ University education, at least. diploma or master	4 years
▪ College degree, at least. diploma or master	4 years
▪ MBA International Management Consulting, postgraduate (incl. 2 years management consultancy-professional practice)	1 year

1.1.5.2 Management consultants with professional experience in other economic sectors

<u>Professional qualification</u>	<u>full-time practice in another economic sector</u>	<u>subsequent full-time practice in a management consultancy</u>
▪ Practitioner (without academic degree)	6 years	5 years
▪ Bachelor or academic degree	4 years	4 years
▪ University education, at least. diploma or master	4 years	3 years
▪ College degree, at least. diploma or master	2 years	3 years

1.1.6 Full-time practice (at least 150 consultation days p.a.)

ICMCI requires worldwide at least 150 consultation days with each 8 hours p. a. regarding full-time practice in a management consultancy. The key activities according Point 1.1 are significant.

This includes not only the days of active management consultation, which can be invoiced towards customers, also the time for acquisition, further education and leading a management consultancy.

The activity as CRO (Chief Restructuring Officer) also belongs to the activity of a consultant with the key activity restructuring – in adequate proportion to the case of restructuring for a limited time.

- Certification notes:
- Verification through appendix I of the application for admission 1.3, 2.1, 2.2, and appendix VI
 - Verification of each recertification

1.2. C.V. and employer references

The C.V. gives important information to the commission which could matter regarding the overall view of the applicant:

- Education
- Assignments abroad
- Experience within companies
- Experience regarding management consultancy
- Experience regarding his/her sector focus
- Experience regarding his/her key activity
- Languages and important skills for the profession

Employer references as proof of professional activity as management consultant are to be added already to the application as appendix of the C.V. Further employer references can be required through BDU.

Attention: The full-time practice in a management consultancy has to be established through respective employer references which comprise that the applicant executed autonomously consulting projects with budget responsibility. Technical employee responsibility for team members and/or employees should also arise from it. An employer reference which shows a „neutral“ at the activity as authorised representative, authorised signatory or manager without going into detail regarding the processed consulting activity is insufficient.

- Certification notes:
- Appendix II, current tabulated C.V. with ongoing monthly time specifications without time gaps
 - Employer references to proof professional activity as management consultant
 - Further employer references could be required

- Internet and other research

1.3. Personal reliability

Due to the fact that there is no legal regulation in Germany for the profession of a management consultant, a legally binding signature of the applicant as self-declaration fulfils this criteria. Administrative evidence can be demanded in addition, which has also to be met if the applicant is employed respectively freelancer.

- Police clearance certificate
- Extract from commercial central register according § 150 GewO

These extracts have to be applied for at the responsible registration office for the applicant's residence.

- Certification notes:
- Appendix I for the application of admission, Point 3
 - Above mentioned administrative information as Appendix III

1.4. Professional indemnity insurance

Management Consultant CMCs have to give proof of professional indemnity insurance (pre-pecuniary damage liability insurance for the professional activity) with a liability sum of 250.000 EUR per case of damage.

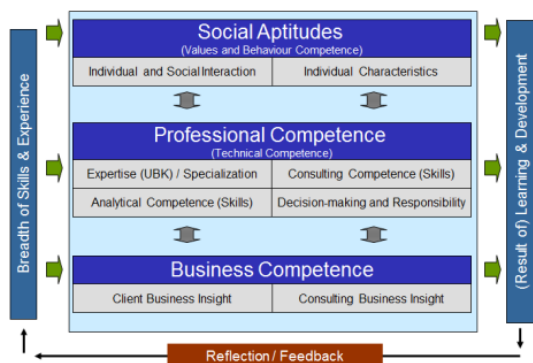
The demanded proof is not to be confused with the professional indemnity insurance through which pecuniary damage is also insured, but normally not such of professional activity.

- Certification notes:
- Appendix IV: Proof of professional indemnity insurance
 - A respective proof by the employer is sufficient for an employee in an employment relationship

1.5. Consultant know-how

The examination procedure to receive the title CMC is based on professional standards of ICMCI, the so-called competency framework.

CMC Assessments Scheme



Quelle: © 2006 M. Jensen CMC Schweden, abgewandelt durch die Verfasser in 2010

U:\PRA\CMC\ICMCI\CMC CompetenceFrame_DE.docx

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Further binding information and indications can be found in the following published documents on <https://www.bdu.de/> „Title UB CMC“:

- Appendix V: self-declaration about consultant know-how according to competency framework
- Guiding principal for uniform understanding of the terminology of self-declaration (self-assessment about ICMCI competency framework)

Certification notes: ▪ Appendix V: self-declaration about consultant know-how according to competency framework

1.6. Regular further education

It is expected of a CMC certified management consultant to create added value for the customer and show special qualification and competence. This is only possible if the consultant keeps himself/herself regularly updated to the latest status regarding science and technology. Only constant further education in the sense of ICMCI competency frameworks can assure that the owner of the CMC-title passes on the latest knowledge of science and economy practice-oriented and adequate for users.

Currently at least 30 hours of further education p.a. is requested in order to keep the title. Self-study or the participation in BDU-expertise meetings will be accepted (50% of the entire meeting time of the professional association). Participation in internal and external seminars will not be accepted.

The **evidence** will be provided through attendance certificates or proof of proper time (e. g. list of specialist books which he/she has worked through with time specifications). That is the reason why **we need a listing** of your relevant training activities, listed by years and the 4 below-mentioned areas of further education. The list has to be comprehensible, i.e. specialist-, seminar-topics (incl. certificate of attendance), title of the articles, title of specialist books respectively specialist journals and so on have to be listed as well as the time needed.

At the initial application for the title a proof of the previous year has to be added. Regarding a recertification a time-period of 3 years has to be verified.

In order to comprehend the number of hours in the form „Proof of further education“, the following indications should be considered:

- Number of hours for further education/training are being acknowledged as proof in a different weighting:
 1. Self-study / attending seminars and so on 100 %
 2. Conception, preparation of seminars 75 %
 3. Elaboration of specialist books / articles and so on 75 %
 4. BDU trade association meeting 50 %
- Keep in mind that lunch breaks e. g. on full-day seminars, expert conferences, BDU meetings may not be counted and this time does not belong to the total amount of training hours. Even so among others the time of held seminars, which the applicant planned and prepared himself/herself do also not belong to training hours.
- Regarding self-studies not only the time for processing specialist books will be accepted, even reading specialist journals (no newspapers like Handelsblatt, FAZ and so on). It is irrelevant in which relation your training time of individual activities is splitted.

Please state the **total amount of training hours** because the demanded 30 hours of ICMCI are a minimum. (3,75 days). This is important to us in order to determine the average amount of training hours in our profession and to create a basis of discussion for ICMCI for the case of a redefinition of training hours which have to be verified. The amount of verified hours has effect on the points score regarding the examination procedure.

Attention: For recertification 30 hours of training have to be verified every year, a transfer from a previous year - with more hours – is not admissible. A recertification is not possible should less than 30 hours be verified for an individual year (Resolution Federal Court of Justice 05/05/2014 AnwZ (Brfg) 76/13).

Sample: You can find the latest sample (information) of a professional training certification online on <https://www.bdu.de/> under „Title UB CMC“

Certification notes: ▪ Appendix VI: Proof of further education

1.7. Description of consultation projects

One of the important cornerstones of the procedure constitutes 3 consulting projects of 3 different clients where the applicant himself/herself was significantly involved and which refer to the area of management consulting in the sense of CMC certification.

The project descriptions have to fulfil amongst others the following requirements:

- Not older than max. 18 months
- Information about the customer, contact partner and email address and other coordinates for the purpose of obtaining references through BDU
- Applicant himself/herself was at least significantly involved

- Activity of the applicant refers to his/her area of expertise
- Role and qualification of the applicant within the described project-example
- Compositions of the consulting team (role of the other team members)
- Task
- Goal of consultation
- Approach
- Challenges
- Results
- Customer benefit

For concrete evidence project descriptions have to be submitted according to BDU requirements. In order to complete the picture for the committee offers, consulting reports and presentations (for the customer) for the 3 projects have to be presented for inspection at the examination (more information under „Examination in front of the examination committee).

Provided that the applicant works as management consultant for a management consultancy as employee or subcontractor, the proof of significant involvement in the submitted projects is considered valid if the corresponding management consultancy confirms the significant involvement of the applicant in the corresponding contract.

Should several applicants of one company apply for a title, the required project descriptions and customer references have to relate to different customers.

The applicant has to present one of the 3 projects at the oral examination.

Sample: The latest guiding principals for creating a project description is published on <https://www.bdu.de/> under „Titel UB CMC“.

- Certification notes:
- Appendix VII: Submission of 3 project descriptions (numbered from 1 – 3) according to the above mentioned indications considering the guiding principals for creating a project description
 - Obtaining references from the 3 mentioned contact persons through BDU.

2. Examination procedure

2.1. Application for CMC examination admission

The application for examination admission to receive the title „Management Consultant CMC“ respectively „Management Consultant CMC/BDU“ has to be submitted together with the following appendixes:

Appendix I: Personal data

Appendix II: Current tabulated C.V. with on-going monthly time specifications (without time gaps), presentation of employer references can be required later

- Appendix III: Police clearance certificate and extract from commercial central register according to § 150 GewO (to apply for at the responsible registration office for your residence)
- Appendix IV: Proof of professional indemnity insurance with a liability sum of at least 250.000 EUR per case of damage
- Appendix V: Self-declaration about consultant know-how according to competency framework
- Appendix VI: Proof of further education
- Appendix VII: Description of 3 consulting projects of 3 different clients according to the guiding principals for project descriptions from the previous 18 months in which the applicant was significantly involved

Attention: Before sending the documents, check their topicality. The latest documents about CMC can be downloaded on <https://www.bdu.de/>. Only applications which comply with the latest status will be accepted and processed.

In order to enable an effective and uniform processing BDU's form specifications should be adhered to. This will also influence the points score.

Forms to fill out have to be signed and send in original (one page DIN A4); C.V.s and project descriptions have to be signed as well.

Files which are submitted during the procedure should be either in Office- or pdf. format. It must be ensured that all pages are readable and do not have to be turned on the computer screen. The bookmark function is useful for large files in pdf. format.

The application processing starts instantaneous. The decision about the examination admission will be made when all documents and evidence (also the required references) are at hand and the applicant will be informed. The sooner the documents are submitted the faster a result can be expected. The application deadlines for submitting an application represent the final date.

2.2. User contract

After BDU received the documents the user contract will be sent to the applicant. This contract has to be signed and send back to BDU immediately. The user contract has to be present and signed for the decision of examination admission.

The user contract contains amongst others payment of the exam fee, terms of use of the title in conjunction with respective online published current information about the recertification procedure and the maturity of payment.

2.3. Examination admission

The application for admission in order to receive the respective CMC title has to be addressed to BDU in writing with the desired examination date. Examination dates and application deadlines are being published online on the BDU website (<https://www.bdu.de/>).

Applications have to be presented exclusively complete. The BDU-management board and chairman of the examination board check the admission requirements, judge the submitted documents on completeness and asks questions should uncertainties occur. In case of fulfillment of the admission requirements the admission for the oral exam will be stated in front of the examination board.

The applicant under examination will be excluded from the examination should the formal points of admission not be fulfilled. Amongst others signing the user contract and paying the examination fee counts to fulfillment.

Should the decision be positive the applicant will receive a date proposal to participate in the oral exam, which lasts normally about 60 minutes and takes place in Bonn.

The chairman of the committee decides about the project which the applicant has to present, he may leave the decision of the project to the applicant.

The amount of examinees for an examination date is limited. In case of several approved applicants, the time of admission decides about the examination date. The applicant has to be informed immediately shall more applicants be approved to the exam than possible appointments on that examination day. In that case the applicant has the opportunity to reserve the next possible examination date.

Shall four or more consultants from the same or cooperating management consultancy be examined on one day, the examination board can execute the examination on the applicant's premises. The travel expenses of the examination board including the ones of the observers have to be refunded in addition.

Attention: Only present and complete documents including the from BDU required customer references and the signed user contract will lead to an examination admission.

2.4. Withdrawal from the examination

The applicant can announce his/her withdrawal from the „Application for admission to the examination date “ during the admission check. The examination procedure for admission will be stopped by BDU.

The applicant has the possibility to withdraw from the exam in front of the examination board until 3 weeks in advance of the oral exam without further costs. Should this deadline not be met, the full amount of examination fee has to be paid.

BDU can – also via email – cancel an oral exam with a deadline of 16 days, should not at least 5 applicants register for the exam. In cases of higher force BDU can cancel the examination date on short notice.

2.5. Examination in front of the examination board

The applicant has to identify himself/herself through a personal document with a picture in advance of the exam.

The candidate presents one of the submitted project examples during the examination and answers questions of the CMC-examination board. The presentation of the project example with slides may not last longer than 20 minutes (without interposed questions of the examination committee). The duration of the exam should not exceed 1 hour.

The applicant introduces briefly the business model/company of his/her client and his/her personal contribution to the project example during the presentation.

For the oral exam the applicant should bring the following documents for inspection according to the submitted project descriptions:

- 2 offers respectively order confirmations (if an invitation to tender did not happen)
- 2 consulting reports
- 1 presentation of the project descriptions which will not be presented during the oral exam (handout, 2 slides printed on one page)

Questions about the work of management- and restructuring consultants will be asked during the oral exam according to the applicant's self-declaration about ICMCI Competency Framework as well as about the presentation of a product description. In this context the applicant will be tested whether he/she is competent in his/her expertise area and whether he/she is able to use procedures and methods.

After the oral exam the examination board decides whether the exam has been passed according to the overall view of the applicant to which also the presented documents and their completeness as well as performed services during the oral exam and achieved points count. The applicant has to leave the exam room during counselling.

The applicant will be informed after counselling about the result "passed" or "failed".

2.6. Re-examination

Should the exam be failed it is possible to repeat the exam within 18 months, earliest on the next online published date. In order to repeat the exam a new admission is required.

In case of a reexamination a reexamination-fee is due in advance of the exam. The valid amount of the reexamination-fee is published under <https://www.bdu.de/>.

After receipt of the application for a new examination admission the applicant will be told by BDU which documents and clarifications have to be presented again and which can be accepted.

2.7. CMC-examination committee

The executive committee of BDU elects every 2 years the CMC-examination committee. Members and observers of the CMC-examination committee are published online under <https://www.bdu.de/>.

Examination boards are being created for exam dates.

An examination board is capable of making decisions if 2 board members and 1 observer or 3 board members are present.

The committee is obliged to absolute discretion.

3. Use of the title

After passing the exam the personalised title can be used until maturity of recertification. The usage permit includes the publication on business cards, in company brochures, in presentations online or other electronical media. The logo "CMC" may also be used.

The title „Management Consultant CMC“ respectively „Management Consultant CMC/BDU“ may only be used in principle in the course of professional activity as management consultant. Is the management consultant for example honorary chairman of a soccer team or shareholder respectively manager of a real estate fund, the title may not be used on the corresponding business cards or letterheads.

The use of the title is only permitted in conjunction with the title-holder's name. Representations like "our consultancy is CMC certified" or similar does not correspond to reality and is therefore inadmissible.

A 12 month handling fee as well as a licence fee has to be paid to use the title. Consultants of BDU-member companies do not have to pay the licence fee. Should fees not be paid in due time entitlement to use the title will be withdrawn.

3.1. Title, round stamp, certificate

Along with awarding the title BDU awards an individual roundstamp as seal to the Management Consultant CMC respectively Management Consultant CMC/BDU. The round stamp is equal to the following sample:



(Sample for the round stamp for Management Consultants CMC/BDU)

The round stamp has to be given back to BDU in the original should the entitlement for holding the title „Management Consultant CMC“ respectively „Management Consultant CMC/BDU“ be withdrawn. BDU remains owner of the stamp and keeps the entitlement to surrender.

In addition a certificate of the award of the title will be issued, which will be signed by the chairman of the CMC-examination committee and the BDU-manager. The certificate is valid until 31 March of each year and will be extended unsolicited until maturity of recertification, should the requirements for preservation of the title still exist. Valid certificates are property of BDU.

Only in case of passing the examination a certificate will be issued at maturity of recertification.

3.2. Publicly available register

Every management consultant who is registered in Germany as „Management Consultant CMC“ respectively „Management Consultant CMC/BDU“ is listed in a publicly available professional register on the BDU-homepage (<https://www.bdu.de/>). „Management Consultants CMC“ are published with a register number, name, prename, address (without streetname), telephone number and email address, „Management Consultants CMC/BDU“ are published with a register number, name, prename, office-address (without streetname), telephone number, email address and website.

3.3. Duty to give notice of CMCs

The CMC has to give notice of the following circumstances immediately:

- a) Change of private address (private availability) with the according coordinates
- b) Change of company respectively office address with the according coordinates
- c) Change of professional activity (e.g. freelancer, joint practice, employment, type of company, and so on)
- d) Changes regarding professional indemnity insurance
- e) Loss of CMC-certificate and / or of the corresponding CMC stamp
- f) Changes which refer to points 3.1 – 3.8 of part I „Personal data“, point 3 „self-declaration about professional activity and personal reliability“ (the same points are also mentioned in part I about recertification in point 2.1 to 2.8).
- g) Termination of BDU membership respectively of one of BDU- member companies.

3.4. Sanctions

Supervision and control of certified persons and their compliance with the obligations- and terms of use is BDU's responsibility.

Should a Management Consultant CMC violate the BDU code of conduct or should a Management Consultant CMC/BDU violate the BDU code of conduct the CMC-examination committee will process the case regarding the CMC title and come to a decision. In addition the BDU-court of federation will be informed should a Management Consultant CMC/BDU be involved.

The above mentioned paragraph applies in the case of accusations of third parties against a CMC and if they present them to BDU in writing.

The CMC examination committee is entitled to make the following decisions of:

- Reprimand
- Warning
- Withdrawal of the title

The first two measures will be erased from the internal register after 5 years. Should the title be withdrawn, there is a possibility to reapply for the title according to the rules for initial applications.

A second reprimand leads to a warning with the current date.

In case of an existent warning any further sanction against the title owner will lead automatically to a withdrawal of the title with the current date.

There will be no entitlement of fee-repayment should the title be withdrawn.

3.5. Deprivation of the title

False allegations in presented application- or recertification documents entitles to deprivation of the title without notice.

Entitlement of holding the title dispenses if

- a) the title holder gives up his activity as management- respectively restructuring consultant or if he/she changes it in a way that a mostly consultative activity on at least 150 days with 8 hours each is not given any more.
- b) the autonomous obligation of further education in order to achieve a valid amount of training-hours p.a. is not fulfilled. A transfer of hours to another year is not possible

The title can also be deprived if the title is used for services and products which are not covered by the terms for CMCs (Point 3 „Use of the title“) respectively if fees which are listed under point 7 are not paid on time.

The title holder will be erased from the register after deprivation of the title. The valid certificate and round stamp may not be used anymore and have to be given back to BDU immediately.

There is no entitlement to get a fee-refund after deprivation of the title.

Should there be a deprivation of the title according to paragraph 0a – 2b there is the possibility after five years to reapply for the title according to the rules of the initial application.

4. Recertification

The recertification is performed every 3 years to keep the title.

At the beginning of January, prior to maturity of recertification BDU will send the corresponding application for the title recertification, which has to be filled out without further delay and send back to BDU including required enclosures and documents (until the end of the 6th week after dispatch through BDU at the latest).

Shall BDU not receive the documents after 8 weeks the title will be withdrawn and the title holder will be erased from the register. Title, certificate and round stamp may not be used anymore and have to be given back to BDU.

Reinstatement into the recertification procedure is only possible when all documents are complete, comprehensible, without gaps and have been presented until the end of 12th week after dispatch according to paragraph (2). After a successful recertification a reinstatement into the CMC register will take place.

Shall the deadline of reinstatement not be met according to paragraph 4 a certification procedure is possible on conditions of initial allocation of the title.

In case of a successful recertification the CMC receives the new CMC-certificate with the right to use the CMC-title and the round stamp until maturity of recertification.

4.1. Recertification exam

The recertification exam takes place based on online published up-to-date information (regulations, indications) about the CMC examination procedure for Management Consultants CMC.

Regarding a recertification all respectively single points of the “examination admission in order to receive CMC” and of the oral exam can be requested in front of the examination board according to the initial allocation.

Normally a written self-declaration is demanded including the following recertification points:

- Perpetuation of applicant’s statements at initial certification
- Acknowledgement of each valid code of conduct and CMC regulations
- Minimum amount of 150 days with each 8 hours in the management consultancy
- Evidence of further education in the previous 3 years in the sense of ICMCI competency frameworks
- Evidence of pecuniary damage liability insurance for the professional activity with a minimum coverage of 250.000 EUR per damage case

In individual cases the examination committee can request whether justified or unfounded further documents respectively proof according to original inspection or require a personal expert talk (oral exam). This can be done via video-conference technique.

Sample: You can find the latest sample (information) of a professional training certification online on <https://www.bdu.de/> under „Title UB CMC“

Certification notes:

- Application for recertification of the title with the corresponding approvals
- Appendix I: Key activity and self-declaration
- Appendix II: Evidence of further education for the previous 3 years
- Appendix III: Evidence of professional indemnity insurance

4.2. Recertification exam before expiration of the deadline

In order to not miss the possible deadlines according to point 4 the recertification can be brought forward on application of the certificate holder.

The application has to be filed in writing (letter, fax respectively e-mail) form free to BDU stating the reason (longer absence, health issues and so on).

5. Objection against decisions of the examination committee

Objection can be filed regarding the decisions of the examination board or committee to the management board of BDU.

Objections have to be filed 14 days after the first examination at the latest respectively after a written notification and have to attain BDU.

6. Changes within the certification procedure

Applicants and by BDU certified persons have to inform themselves constantly about current valid documents about recertification (regulations, indications) about the CMC examination procedure, professional principals, guidelines, descriptions and so on. These are valid from the date of publication and have to be applied to at the next recertification at the latest.

Current valid documents about certification are published on the BDU website <https://www.bdu.de/>.

7. Fees

The title „CMC“ is registered in Germany in the Trade Mark Office in Munich as trademark for the BDU e. V. The BDU e.V. agreed upon a licence agreement with the BDU about the title transfer. The association renounces charging a licence fee in case that the company which the management consultant works for is a BDU-member.

	Management consultant <u>with BDU-membership</u>	Management consultant <u>without BDU-membership</u>
Examination (one-time fee)	790,00 €	790,00 €
	+ 19 % VAT = 940,10 €	+ 19 % VAT = 940,10 €
Re-examination fee	200,00 €	200,00 €
	+ 19 % VAT = 238,00 €	+ 19 % VAT = 238,00 €
Handling fee for 12 months	120,00 €	120,00 €
	+ 19 % VAT = 142,80 €	+ 19 % VAT = 142,80 €
Title license fee for 12 months	0,00 €	850,00 €
	+ 19 % VAT = 0,00 €	+ 19 % VAT = 1.011,50 €

Examination fees and fees for 12 months are published online (<https://www.bdu.de/>, under the particular title) and will be charged including the current valid VAT.

The examination and reexamination fee will be charged after signing the license agreement at the time of examination admission including the current valid VAT. It has to be paid after admission, but in any case before the exam.

BDU invoices have to be paid exempt from charges and including the particular valid sales tax upon receipt without deduction.

The recertification costs are included in the annual handling fee.

Should fees not or later than 30 days after receipt of a written reminder be paid, deprivation of the title and the immediate deletion from the CMC-register are the consequences.