

## Proof of further education

Voluntary statement for the two former years

	voluntary statement <b>20__</b> <b>hours</b>	voluntary statement. <b>20__</b> <b>hours</b>	mandatory statement. <b>20__</b> <b>hours</b>
■ <b>Amount of hours for further education</b>			
1. Self-study / Visits of seminars and so on.	_____	_____	_____
2. Conception, preparation of seminars (indicate <u>75 %</u> of the invested hours)	_____	_____	_____
3. Elaboration of specialist books / articles (indicate <u>75 %</u> of the invested hours)	_____	_____	_____
4. BDU meetings for expertise classification (indicate <u>50 %</u> of the invested hours)	_____	_____	_____
<b>Total amount of hours of further education</b>	_____	_____	_____

You will find a listing of each further education activity (topics and so on) enclosed to this line up.

I reassure that all declarations are true and in full. False declarations entitle BDU to revoke the title „Management Consultant CMC“ respectively „Management Consultant CMC/BDU“ without further notice.  
I know that BDU can obtain further documents and information in order to proof the declaration.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Management Consultancy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### ■ Amount of hours for further education

At the moment a minimum of 30 hours of further education a year are being required in order to keep the title. That is why **we ask you for a lineup** of your relevant further education activities according to the four sections mentioned above. The lineup has to be comprehensible, e.g. specific-, seminar topics (incl. certificates of attendance), the titles of the articles, the titles of specialist books respectively trade journals and so on have to be listed as well as the time needed.

Please indicate the **total amount of hours** for further education, because the minimum is 30 hours (3,75 days). This is important for us because only with this we can calculate the average amount of hours for further education in our profession and create a discussion basis for ICMCI, according the redefinition of the identifiable hours of further education. The amount of identifiable hours have impact on the points score within the examination procedure.

Not only the time for working through specific books is being accepted regarding self-studies, reading trade journals (not newspapers) will also be accepted. It does not matter in which ratio the time for further education is allocated to each activity.

The time for writing **specific books / articles**, as well as the conception and preparation of seminars will be taken to account with **75%** and the participation in **BDU-professional association meetings** will be taken into account with **50%**.