

Dear *(Accredited Practice Contact)*

**Annual Affirmation for *(Accredited Practice)***

The Council of IMCA, in keeping with its objective of raising and promoting professional standards in the profession of management consultancy, maintains an Annual Affirmation procedure for all grades of the Institute. Our intention is to obtain an annual written undertaking to adhere to the Code of Professional Conduct, and also to monitor the professional development activities undertaken.

All Accredited Practices are required to submit a return not later than *(date)*.

The Annual Affirmation covers:

- The Code of Professional Conduct, a copy of which is attached.
- A listing of consultants currently in practice.
- The continuing professional development (CDP) requirements.

I am sure you will support this important development to raise and monitor standards. I look forward to receiving your completed Annual Affirmation.

If you have any comments or require any explanations, we would be very pleased to receive them. You should send your comment or questions to [admin@imca.ie](mailto:admin@imca.ie).

Yours sincerely,

**President**

Enclosed      IM-F01 Code of Professional Conduct

**ANNUAL AFFIRMATION BY ACCREDITED PRACTICES**

The vision of the Institute is:

“to be the body that qualifies management consultants and business advisors by establishing such professional standards that clients will want to use only members”

**Accredited Practice** \_\_\_\_\_

**1. Code of Professional Conduct:**

All consultants within (*practice*) continue to abide by IMCA’s Code of Professional Conduct (as attached) Yes

**2. Currently in practice**

All consultants within (*practice*) are currently working as management consultants. Attached is a list of joiners and leavers since the previous submission. Yes   
No

**3. Continuing Professional Development**

All consultants within (*practice*) undertook a minimum of 35 hours of continuing professional development (CPD) during *year* (see definitions attached) Yes   
No

**Affirmation**

I understand that the above information is correct to the best of my knowledge and belief, and I understand that IMCA may make enquiries or require further evidence to verify any of the above.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: Administrator, IMCA, 329, Gardner House, Wilton Place, Dublin 2.

**Continuing Professional Development (CPD)**

Members are required to maintain a log of CPD activities over the year. The required 35 hours may be averaged over 3 years (e.g. Year 1, 30 hours; Year 2, 40 hours; Year 3, 35 hours).

Acceptable CPD activities must be related to management consultancy and include:

- Attendance at conferences, seminars, workshops as a delegate or trainer
- Writing/publishing articles, monographs etc.
- Structured private reading (not more than 50% of total CPD requirement)
- Technical committee work
- Formal study or training (including distance learning)

Unacceptable CPD activities include:

- General reading of business press
- Social activities
- Activities unrelated to management consultancy