

**ANNUAL AFFIRMATION BY ACCREDITED PRACTICES**

The vision of the Institute is:

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

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

**1. Code of Professional Conduct:**

All consultants within this practice continue to abide by IMCA’s Code of Professional Conduct Yes

**2. Currently in practice**

All consultants within this practice are currently working as management consultants. Yes   
No

**3. Continuing Professional Development**

All consultants within this practice undertake a minimum of 35 hours of continuing professional development (CPD) per annum (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, 19 Elgin Road, Ballsbridge, Dublin 4

**MRB Confirmation**

Confirmation on behalf of MRB that the annual affirmation requirements have been met

\_\_\_\_\_ Date \_\_\_\_\_

## INFORMATION ON ANNUAL AFFIRMATION

### 1. Code of Professional Conduct

As per IMCA's Code (attached)

### 2. Currently in Practice

You are considered to be currently in practice if you are employed solely or primarily in a management consultancy or business advisory role.

Only members operating as full-time management consultants, undertaking the required CPD and certified by IMCA's Membership Review Board can describe themselves as 'Certified Management Consultant' and use the letters CMC. Other members can describe themselves as Members or Fellows of IMCA, or MIMCA or FIMCA.

### 3. Continuing Professional Development (CPD)

Members are asked 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 business advice, 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 or business advice

### 4. Affirmation

A random sample of CPD Logs will be checked and further information required. The results of this checking will be published (anonymously) to the membership. Any members found to have knowingly returned an incorrect / inaccurate Affirmation will be deemed to be in breach of the IMCA Code of Professional Conduct and, therefore, subject to the Institute's Disciplinary Procedures.