



Iran Management Consultants Association

Appendix 6 - Continuous Professional Development (CPD) Guideline for CMC Certificate Holders

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CMC-B-01-A6

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1. Introduction

This guideline serves as the official basis for Continuing Professional Development (CPD) for Certified Management Consultants (CMCs) within the Iranian Management Consultants Association. It is developed in alignment with the latest version of the **ICMCI Competence Framework**.

The purpose of CPD is to ensure the preservation and enhancement of the professional, ethical, behavioral, and practical competences of management consultants, so that their services remain aligned with international standards, the Code of Conduct, and the evolving needs of the consulting market.

This guideline accompanies and complements the **CMC Renewal Self-Assessment Form (CMC-F-06-B01)** based on the four-domain competence model and must be used in conjunction with it.

2. Purpose of CPD

The main objectives of Continuing Professional Development are to:

1. Maintain and enhance the competence level of CMCs
2. Keep professional knowledge and skills up to date
3. Strengthen professional behavior, ethics, and accountability
4. Ensure alignment with ICMCI standards for the three-year recertification
5. Establish measurable mechanisms for evaluating professional development

3. Scope of Application

This guideline is mandatory for all CMC certificate holders applying for the three-year renewal of their certification.

4. Reference Documents

- ICMCI Competence Framework v4.2
- ICMCI Competence Framework – Background Version 4.2
- ICMCI Competence Framework – Overview Version 4.2
- ICMCI Code of Conduct
- ISO 20700
- CMC Certification Bylaw of IMC Iran (CMC-B-01)
- CMC Renewal Self-Assessment Form (CMC-F-06-B01) – Four-Domain Model
- Document Control Procedure (CMC-P-01)

5. Definitions

- **CPD**
Structured, planned activities aimed at enhancing management consultants' competencies.
- **MCSP**
Management Consulting Service Provider.
- **ICMCI Four Competence Domains:**
 - B3: Business
 - D2: Practice
 - F5: Behavior
 - G5: Ethics
- **Effort Areas**
Categories of CPD activities include education, project work, teaching, research, and professional engagement.

6. Principles Governing CPD

1. **Continuity:** CPD is an ongoing and non-interrupted activity.
2. **Competence-orientation:** Every activity must contribute to the enhancement of competence.
3. **Standardization:** Activities must align with the four ICMCI competence domains.
4. **Documentability:** Every activity must be supported by valid evidence.
5. **Individual Responsibility:** The implementation of CPD is the personal responsibility of the consultant.

7. CPD Framework Based on the Four ICMCI Domains

All CPD activities must be conducted and reported under the following domains:

7.1 Business (B3)

Professional management knowledge, environmental analysis, research, and intellectual development.

Examples of activities:

- Business and management training courses
- Authoring, translating, or publishing management-related articles
- Books, research papers, academic publications
- Specialized study

Purpose:

To enhance the consultant's understanding of businesses, industries, and managerial topics.

7.2 Practice (D2)

Practical capability in consulting projects and application of professional tools.

Examples:

- Reports of three consulting projects
- Consulting skills courses
- Specialized teaching or training
- Development of models, tools, and consulting methodologies

Purpose:

To strengthen practical skills in designing, executing, and managing consulting assignments.

7.3 Behavior (F5)

Professional behavior, leadership, communication, and consulting roles.

Examples:

- Client satisfaction letters (minimum two)
- Project presentations
- Professional lectures or talks
- Participation in professional networks

Purpose:

To reinforce professional interaction, trust-building, and interpersonal competence.

7.4 Ethics (G5)

Professional ethics, accountability, and adherence to ethical standards.

Examples:

- Professional ethics training
- Voluntary professional activities
- Participation in committees or association-related activities

Purpose:

To deepen commitment to ethical conduct and social responsibility.

8. CPD Planning

Consultants must prepare a CPD plan for their three-year period that includes:

- Personal development objectives
- Identification of areas requiring improvement
- Selection of activities under the four domains
- Scheduling and timeline
- Expected outputs and supporting evidence

9. Implementation of CPD Activities

All activities must be carried out within the three years and recorded under the relevant domains in the renewal form.

10. Documentation Requirements

Each activity must be supported by one or more of the following evidence:

- Training certificates
- Client satisfaction letters
- Presentation files
- Project reports
- Copies of published articles or books
- Teaching certificates
- Attendance forms for association meetings

11. Reporting for the Three-Year CMC Renewal

According to Form CMC-F-06-B01:

✓ Maximum total score: **100 points**

✓ Minimum score required for renewal: **65 points**

Points must be accumulated across the four domains:

- **Business (B3):** up to 30 points
- **Practice (D2):** up to 40 points
- **Behavior (F5):** up to 20 points
- **Ethics (G5):** up to 10 points

The completed form, along with all supporting documents, must be submitted to the CMC Commission.

12. CPD Audit and Evaluation

The CMC Commission may audit selected consultants to verify:

- Authenticity of documents
- Accuracy of reported points
- Alignment of activities with the four domains
- Compliance with ICMCI standards

Non-compliance may result in suspension, denial of renewal, or a request for completion of additional CPD activities.