



Institute of Management Consultants, Nigeria (IMC-Nigeria)

CMC Certification Application Form

Document Title	CMC Certification Application Form			
Ref. No.:	ASM06			
Status	Date Created	Approved	Last Reviewed	Next Review
	2021	DG, IMC Nig.	August 5, 2025	
© Institute of Management Consultants Nigeria (IMC-Nig.)				

Contents

1. Basic Information

- 1.1 Applicant's Eligibility Criteria.....3
- 1.2 Mandatory Application Documents.....3
- 1.3 Form Completion Instructions.....3

2. Application Form Structure

- Section 1: Personal Details.....3
- Section 2: Institutions Attended and Qualifications Obtained.....4
- Section 3: Professional Management Consulting Training Programmes...5
- Section 4: Summary of Experience in Management Consultancy Practice in the past two (2) years.....5
- Section 5: Other Work Experience (Non-Management Consultancy Practice)...5
- Section 6: Sponsor's Statement.....6
- Section 7: Applicant's Undertaking.....6
- Section 8: Submission.....7
- Section 9: For Official Use Only.....7

1. Basic Information

1.1 Applicant's Eligibility Criteria

These comprise:

- i. Evidence of Membership of IMC-Nigeria
- ii. Evidence of having undertaken the CMC Induction Programme
- iii. Pledge of adherence to IMC-Nigeria's Code of Ethical Professional Conduct
- iv. Having met the CMC-Global standard requirements of a Certified Management Consultant
- v. Fulfilment of the competencies in the CMC-Global's Competence Framework
- vi. Relevant academic and professional qualifications
- vii. Continuous practice as a Management Consultant during the past two years
- viii. Relevant experience gained in consulting or managerial roles in primary areas of technical specialisation.
- ix. Ability to act independently without supervisions
- x. Satisfactory client references

1.2 Mandatory Application Documents

These comprise:

- i. Duly completed CMC Certification Application Form
- ii. Accompanying Documents:
 - CV
 - MIMC Certificate
 - CMC Induction Programme Certificate
 - Academic and professional certificates
 - Brief description of at least, two recently concluded consulting projects
 - Client reference with contact details
 - Duly signed IMC-Nigeria's Code of Ethical Professional Conduct

1.3 Form Completion Instructions

Having met the above-described Applicant's Eligibility Criteria, you should feel free to complete the online or hard copy version of the CMC Certification Application Form. You should type or use BLOCK LETTERS in completing the hard copy version

2. Application Form Structure

Section 1: Personal Details

Note: If outside of Nigeria ensure you have included international dialling codes and country names:

(Please type or use BLOCK LETTERS)

Surname	
Other Names	

--	--	--	--	--

NB: Please, attach documentary evidence.

Section 3: Professional Management Consulting Training Programmes

Course Title	Training Provider/Institute	From	To	Duration	Certificates Obtained

NB: Please, attach documentary evidence.

Section 4: Summary of Experience in Professional Management Consultancy Practice in the past two (2) years

Name, Address & Phone No. of Consulting Firm	Position Held	From (Month/Yr)	To (Month/Yr)	Name and Position of Supervisor

NB: Continue on extra sheets if necessary

Section 5: Other Work Experience (Non-Management Consultancy Practice)

Name, Address & Phone No. of Firm	Position Held	From (Month/Yr.)	To (Month/Yr.)	Name and Position of Supervisor

Section 6: Sponsor's Statement

Your application must be sponsored.

If you are a practising consultant your sponsor should be either:

- i. Holder of a valid CMC Practicing Licence, or
- ii. Senior executive of a client organisation for which you have carried out assignments

If you are not working as a consultant your sponsor should be either:

- i. Holder of a valid CMC Practicing Licence, or
- ii. Senior line manager in your organisation

Sponsor's Name		Name and Address of the Company	
Cell-phone No.		E-mail Address	
CMC ☐	Client Organisation ☐	Line Manager ☐	
Client ☐	Other ☐		
Having personal knowledge of the applicant from _____ to _____ in the capacity of _____, I propose and recommend him/her as being suitable in every way for admission as a Member of the IMC-Nigeria.			
Signature of Sponsor:		Date:	

Section 7: Applicant's Undertaking

- a) I agree that on becoming a member, I will be governed by the rules of the IMC-Nigeria as they now exist or as they may in future be altered; I will further the objectives of the Institute as far as I am able; provided that when I give notice in writing to the Director-General of the Institute that I wish to withdraw from the Institute, I shall after payment of any monies which may be due from me, be free from these obligations.
- b) **I have read and agree to abide by the IMC-Nigeria's Code of Professional Ethical Conduct.** I attach herewith a copy signed by me.
- c) **I certify that all the statements made by me in this application form (and attachments, including my CV) are correct.**

Signature of Applicant	Date
------------------------	------

Section 8: Submission

Duly completed Application Form, along with the accompanying mandatory documents, should be submitted to:

Director General
 IMC-Nigeria
 18/19, Ahmadu Bello Way
 NNDC Building
 Kaduna
 Kaduna State
 Email: info@imcnig.com

Section 9: For Official Use Only

Date Received	Documents Verification	Professional Standards Committee Review and Decision		
	Verifier's Name:	Admitted	Not Admitted	Chair's Sign & Date
	Verification Result: Satisfactory ☐ Not Satisfactory ☐			
	Verifier's Sign:			
	Date:			