



Continuing Professional Development Scheme

I. Objective of Continuing Professional Development (CPD)

The management consulting profession is a knowledge-intensive one and for that reason qualified practitioners must maintain and enhance their technical knowledge and professional skills. Continuing Professional Development (CPD) provides a means for assuring the professional quality of our members - that they have the required knowledge and skills to conduct the services they undertake. To proactively encourage and ensure that members undertake CPD, IMCHK has implemented a scheme linked to membership renewal.

II. CPD Requirements

To qualify for membership renewal, a member is required to obtain annually:

- Certified Fellow (FCMC) – 30 CPD units
- Fellow Member (FIMC) – 20 CPD units
- Certified Member (CMC) – 30 CPD units
- Full Member (MIMC) – 20 CPD units

A minimum of 10 CPD units must be obtained through attending the activities run by IMCHK. Please refer to Section V for guidelines on CPD units that can be earned for different activities.

To provide flexibility for members, the period for calculating CPD units accumulated for membership renewal / re-certification purposes is based on a **3-year reporting period**. While the annual minimum CPD requirement must be fulfilled, members have the flexibility of making up for any shortfall in the year that follows, as long as the total accumulated CPD units reach or exceed the requirement over a period of three years.

Re-certification of CMC / FCMC (including Life Member) would require at least 3 consultancy projects over the prior three-year reporting period on top of the CPD units earned. The following documentation are required:

- Confirmation of continuing satisfactory work and work experience records;
- Client references (if any); and
- Written confirmation of compliance with IMCHK's Code of Professional Conduct.

The membership year runs from 1 January to 31 December. **The CPD Scheme will commence on 1 January of the next year after the members joined the IMCHK.**

III. CPD Declaration

Members are required to have a continuous commitment to professional development and to keep a record of their CPD activities on the CPD Record Sheet and documentary evidence of eligible CPD units for a minimum of five years. The CPD units must be self-declared as to the fulfillment of CPD requirements to the Certification and Membership Committee via IMCHK's Administrator during the annual renewal process. In case of being selected by the Certification and Membership Committee for random check, the members must submit the CPD Record Sheet and necessary supporting documents for audit within one month.

For all relevant activities attended, members should provide records of evidence on the CPD Record Sheet. Examples of evidence include certification of award/attendance, duration and details of the programmes / activities. To ensure input accuracy, information such as the type of development options (listed in Section V below), dates and number of CPD units applied for must be specified.

The CPD requirement does not apply to new members renewing their first annual membership. The CPD units that they have accumulated, however, will remain valid and will not expire when they first renew their membership.

III. Appeal

An appeal mechanism is provided for members who feel that their membership renewal has been unfairly rejected. Each appeal case is subject to the discretion of the appeal panel on a case-by-case basis. Normally only under very special circumstances (e.g. due to ill health) will delinquent cases be excused.

IV. Guideline for CPD units' options

All IMCHK accredited training activities are assigned pre-determined CPD units. Other CPD activities of the Profession will be recognised. The followings are benchmarks for reference:

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| - Attend IMCHK Conference/Training Programmes | 4 CPD units / half-day session |
| - Attend IMCHK Mentor Roundtable | 4 CPD units / session |
| - Attend IMCHK Seminars/Sharing (within 2 hours) | 2 CPD units / session |
| - Serving on IMCHK activities / Attend the AGM | 4 CPD units / session |
| - Speaking at IMCHK functions | 4 CPD units for the program |
| - Conduct Ethics Programme/Seminar | 2 CPD units for the program |
| - Attend Ethics Programme/Seminar | 1 CPD unit / hour |
| - Teaching/Lecturing/Presenting to the Profession | 1 CPD unit / hour |
| - Attend Consulting-related Programmes/Conferences | 1 CPD unit / hour |
| - Attend Professional organisations' CPD | 1 CPD unit / hour |
| - Author of articles to the Profession | 15 CPD units / article |
| - Serve as an Officer, Committee or Board member in a professional non-profit organisation | 20 CPD units / position |
| - Obtain specialty certification of professional organisation recognised by IMCHK | 25 CPD units / certification |



V. Guideline for CPD units' options - continued

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| - Recruit and successfully mentor a new member (MIMC) | 4 CPD units / MIMC |
| - Recruit and successfully mentor a new certified member (CMC) | 8 CPD units / CMC |
| - Organising social activities for IMCHK members with an appropriate theme endorsed by IMCHK | 4 CPD units / event |
| - Attend Social activities organised by IMCHK | 2 CPD units / event |
| - Recruit and mentor a new member (MIMC) / (CMC) with a structured Mentor proposal endorsed by IMCHK | 1 CPD unit / hour |
| - Provide volunteering community services / projects using management consulting skills on behalf of IMCHK. Suggested project MUST be submitted to IMCHK for prior approval | 1 CPD unit / hour |

Note: - A maximum total number of 25 CPD units per year can be applied for recruiting new MIMCs and CMCs.