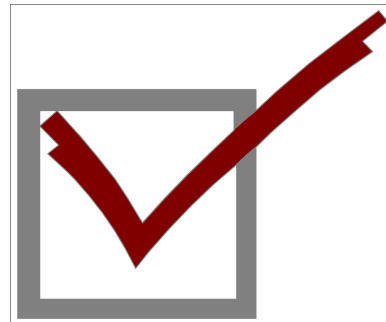


**Overview:** Anyone can call himself or herself a “consultant”. Just as the P.E., CPA, APR and PHR designations set apart the true professionals in engineering, accounting, public relations and human resources, the PMC sets apart the true professionals in management consulting. Once approved as a PMC, you will receive a PMC Certificate, a PMC lapel pin and a supply of PMC crests that you attach to your correspondence, proposals and other documents.

► **Qualifications:** The PMC is a point-based system that permits applicants to qualify by accumulating points in four key areas that we refer to as the four “E”s. You also must be a member in good standing of **THE CONSULTANTS BUREAU**.

- ◆ **Education:** You receive four points for a Bachelors Degree, two additional points for a Masters, and two more points for a Doctoral Degree.
  - ◆ **Experience:** You earn one point for each year you have worked as a consultant, either self-employed or as an employee. *You must have at least two years of consulting experience to qualify for the PMC!*
  - ◆ **Expertise:** You can also earn one point for each demonstration of professional expertise in the consulting disciplines in which you are listed in the Referral Service database. These can include a published article, a book you wrote or contributed to, a seminar or other educational session you led, or any similar demonstration of your functional expertise.
  - ◆ **Execution:** Finally, you receive one point for each client reference you supply. *You must provide at least three client references to qualify for the PMC!*
  - ◆ **Ten Points:** You need a total of 10 points from any combination of these areas, but *at least two points must come from Experience* and *at least three points must come from Execution*. The other five points can come from any combination of the four Es.
- **Documentation:** Each of the four Es need to be documented.
- ◆ **Education:** We need either a copy of your diploma or transcripts. We only accept diplomas from U.S. institutions, so if your education was from outside the U.S., you will have to make up your points from other sources.
  - ◆ **Experience:** Your years of consulting will be confirmed by the references you supply. If you claim to have worked as a consultant, for example, in 2008 and 2009, you need to provide client references from those years.
  - ◆ **Expertise:** You can supply an original or photocopy of an article you wrote, and it can be published in either a print or online publication. As for a book that you contributed to, we will need a copy of the actual book. To document education sessions that you led, we will need a copy of the conference program. Only writings or teaching in your areas of functional expertise (the consulting disciplines under which you are listed in the Referral Service database) will count. If you consulting in mechanical engineering and quality assurance/quality control, you cannot submit examples of expertise in child rearing or cooking!
  - ◆ **Execution:** You must supply at least three references of clients for whom you provided consulting services and were paid for your services. Pro bono and spec projects will not count. All references will be contacted, and the dates of the consulting engagements will verify the years of Experience that you claim.
- **Fees:** There is a \$275 application fee that you submit with your PMC Application. If you do NOT qualify for the PMC Designation, do not submit an Application as you will forfeit your application fee. Be sure to enclose all required documentation with the application, and be sure to provide current e-mail addresses for all references. Your PMC Designation needs to be renewed every three years. The renewal fee is 75.
- **Documentation:** Once you are approved as a Professional Management Consultant, you will receive two PMC Certificates. Most PMCs frame one certificate and keep the second to make copies that they enclose with client proposals. You will also receive a PMC lapel pin and a roll of 100 PMC stickers that you can affix to correspondence, proposals and other documents. You can purchase additional PMC stickers for \$25 per roll, and you will receive a new roll when you renew your PMC designation.
- **Questions?** Direct your inquiries to [pmc@consultantsbureau.org](mailto:pmc@consultantsbureau.org).



**Complete This Form and Return It with All Required Documentation**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
**THE CONSULTANTS BUREAU** Membership No.: \_\_\_\_\_

**Please accept my Application for the Professional Management Consultant (PMC) Designation.**

I have the required 10 points as follows.

**Education:** I have a  BS  BA  Masters  Doctorate for a total of \_\_\_\_\_ **Points**

**Experience:** I worked (or have worked) as a consultant from \_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_ (mm/yyyy) and from \_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_ (mm/yyyy) and I have provided client references from those periods for a total of \_\_\_\_\_ **Points**

**Expertise:** I have demonstrated expertise in my consulting disciplines as follows  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ for a total of \_\_\_\_\_ **Points**

**Execution:** I am supplying these client references.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
Dates of Consulting Project: \_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_ (mm/yyyy)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
Dates of Consulting Project: \_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_ (mm/yyyy)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
Dates of Consulting Project: \_\_\_/\_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_/\_\_\_ (mm/yyyy)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
Dates of Consulting Project: \_\_\_/\_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_/\_\_\_ (mm/yyyy)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
Dates of Consulting Project: \_\_\_/\_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_/\_\_\_ (mm/yyyy)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
Dates of Consulting Project: \_\_\_/\_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_/\_\_\_ (mm/yyyy)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
Dates of Consulting Project: \_\_\_/\_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_/\_\_\_ (mm/yyyy)

Dates of Consulting Project: \_\_\_/\_\_\_/\_\_\_ (mm/yyyy) through \_\_\_/\_\_\_/\_\_\_ (mm/yyyy) for a total of \_\_\_\_\_ **Points**  
**TOTAL POINTS: \_\_\_\_\_**

1. Complete the PMC Application and attach a check payable to "The Consultants Bureau" for \$275.
2. Make sure you attach or enclose all supporting documentation.
3. Mail everything in one envelope to: **The Consultants Bureau**  
Post Office Box 10057  
New Brunswick, New Jersey 08906-0057
4. Allow two weeks for processing.

*If you are mailing us an original that you want returned to you, send in your Application via Certified Mail, and enclose a note indicating which specific item or items you want returned to you.*