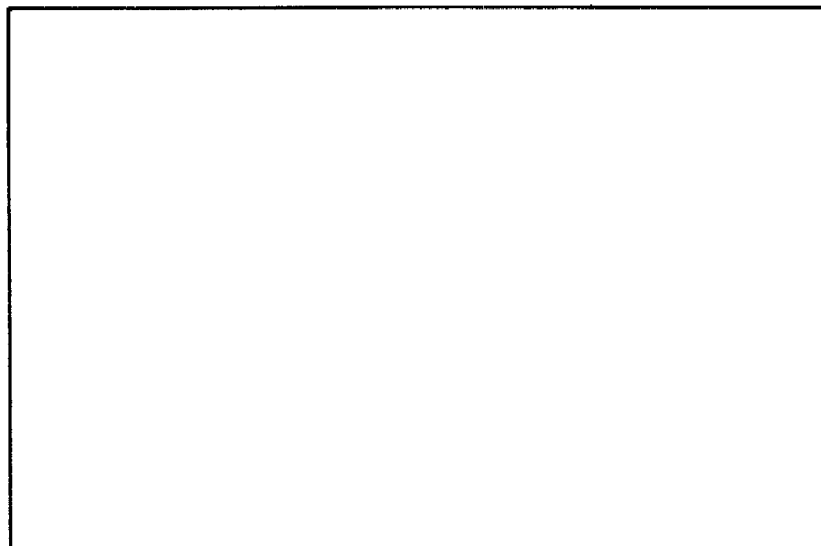


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## WHY ENGAGE THE SERVICES OF A CPCM?

- The appellation of **CPCM** is authorized only through the issuance of the Certificate of Certification.
- The tenure requirement for certification assures the client of the **CPCMs** competence and experience.
- The appellation of **CPCM** acknowledges the commitment to the highest standards of professionalism.
- A **CPCM** is required to have the necessary qualifications before accepting a consulting engagement.
- **CPCMs** will submit references to clients upon request.
- The designation of **CPCM** emphasizes that the consultant is a member of a national organization dedicated to the highest standards of ethics in the consulting profession.
- Clients may contact NBPMC for additional information on the certification standards.



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## WHAT IS CERTIFICATION?



**NATIONAL BUREAU  
OF PROFESSIONAL  
MANAGEMENT  
CONSULTANTS**

**EXECUTIVE OFFICES  
San Diego, California  
619-297-2207**

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## NATIONAL BUREAU OF PROFESSIONAL MANAGEMENT CONSULTANTS

NBPMC/National Bureau of Professional Management Consultants headquartered in San Diego, was established in January 1989 for the purpose of certifying qualified consultants to management. The certification procedure leads to the appellation of **CPCM/Certified Professional Consultant to Management**. The policy of NBPMC supports legislative certification through a state by state registration program that protects an appellation available to consultants to management, e.g. **CPCM**. Our policy does not require the licensing of all consultants but rather permits each state to recognize those consultants who meet specific requirements. THE NATIONAL BUREAU also promotes higher standards of education for professional consultants through the introduction of MBA/Consultancy programs in American universities and colleges. All certified members are issued the Certificate of Certification and must subscribe to our professional code of ethics.

### WHAT DOES CPCM SIGNIFY?

**CPCM** is a Certified Professional Consultant to Management who meets specific requirements of character, education, experience, competence and ethics. He or she practices as a consultant subject to actions that maintain the high standards of dignity and performance required of all certified members of NBPMC.

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## CRITERIA FOR CERTIFICATION

As part of the evaluation process the status of **CPCM** is subject to the following criteria:

- A pre-membership interview is conducted, encompassing information on the specific discipline(s) that a candidate practices.
- The candidate must have a degree from an institute of higher learning.
- A minimum of five years experience in full-time consulting or ten years of part-time practice.
- A bio-data on background and experience is required.
- Five references are submitted, three of which are from clients. THE NATIONAL BUREAU contacts each of the five references submitted and requests input in writing and if required, follow-up phone interviews are conducted.
- An assessment of consulting ethics is reviewed with the candidate.

The Certificate of Certification is issued to only those candidates who meet the NBPMC admission criteria.

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## NBPMC PROFESSIONAL CODE OF ETHICS

Certified Membership in the NATIONAL BUREAU OF PROFESSIONAL MANAGEMENT CONSULTANTS is a symbol of experience, competence and trustworthiness. These qualities are amplified by the following statements of ethical standards in the consulting profession to which all NBPMC members must subscribe.

1. Members will be certain of their qualifications to perform any assignment which they accept from a client.
  2. Members will not seek a client engagement if a conflict of interest is known to exist.
  3. Members will accept only those assignments which have the potential of providing a genuine benefit to the client.
  4. Members will have a basic writing with clients in order to set forth the scope of the consulting engagement.
  5. Members will be truthful and forthright with clients and will serve said clients with honesty while maintaining an attitude of objectivity.
  6. Members will respect all information relating to clients as confidential and will not disclose said information at any time without the specific consent of the client.
  7. Members will, at all times, demonstrate throughout their actions the honor and dignity of the consulting profession.
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### CRITERIA FOR ADMISSION IN NBPMC

The NATIONAL BUREAU has established the following criteria for certified membership. This criteria is effective November 1, 1989.

- \* Certified membership in NBPMC is a symbol of experience, competence and professionalism as a Consultant to Management. It confirms performance with integrity.
- \* A candidate for admission must have had an executive management background or a business management background or held a management position for a period of three years or more. This is in addition to a minimum of two years in the practice of full-time consulting to management. A minimum of four years in part-time consulting would be equivalent.
- \* At the time of application for membership, the candidate must be involved in full-time consulting to management.
- \* A candidate must submit with the application for certified membership his/her Bio-Data or Resume. This will be in addition to the following information as noted in the application for admission:
  - + One personal reference
  - + One business reference/non-client
  - + Three client references
- \* The client references must be firms for whom the candidate has completed consulting engagements. The candidate may include one company in the three for whom he/she is currently conducting a consulting engagement.
- \* The candidate understands that NBPMC will write to each reference noted on the application.
- \* The candidate clearly agrees to the fact that he/she will subscribe to the NBPMC PROFESSIONAL CODE OF ETHICS.
- \* If accepted for certified membership in the NATIONAL BUREAU, the candidate will be issued a Certificate of Certification, confirming the appellation of Certified Professional Consultant to Management, CPCM. This certificate signifies that said member is qualified/registered with NBPMC and is authorized to adopt the title CPCM.

# NBPMC

## NATIONAL BUREAU OF PROFESSIONAL MANAGEMENT CONSULTANTS

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An independent organization for the purpose of establishing a national certification program through the registration of consultants to management.

### PROFESSIONAL CODE OF ETHICS

Certified Membership in the **NATIONAL BUREAU OF PROFESSIONAL MANAGEMENT CONSULTANTS** is a symbol of experience, competence, and trustworthiness in the profession. These qualities are amplified by the following statements of ethical standards in the consulting profession to which **NBPMC** members must subscribe to:

1. Members will be certain of their qualifications to perform any assignment which they accept from a client.
2. Members will not seek a client engagement if a conflict of interest is known to exist.
3. Members will accept only those assignments which have the potential of providing a genuine benefit to the client.
4. Members will have a written agreement or letter of understanding with clients in order to set forth the scope and terms of the consulting engagement.
5. Members will be truthful and forthright with clients and will serve said clients with honesty while maintaining an attitude of objectivity.
6. Members will respect all information relating to clients as confidential and will not disclose said information at any time without the specific consent of the client.
7. Members will, at all times, demonstrate through their actions, the honor and dignity of the consulting profession.