

If you have any questions, please contact the CMI Chartered Manager team at [cmgr@managers.org.uk](mailto:cmgr@managers.org.uk)

## COMPLETING YOUR APPLICATION

**Check your eligibility, you need to have at least 3 years experience in a management role plus:**

- Have successfully completed a CMI Diploma or Extended Diploma qualification (at level 5 or level 6) within the last 5 years
- Or have successfully completed a CMI Certificate, Diploma, or Extended Diploma (at level 7 or level 8) within the last 5 years

### The CMI Professional Standard for Management and Leadership

- Each section of the application is informed by the CMI Professional Standard for Management and Leadership, so familiarise yourself with the standard and criterion.
- Take the relevant CMI Management diagnostic to understand your strengths and areas for development to support you when completing your application
- Focus on what you did and what impact your actions have had on you, your team and organisation; provide these examples into your application.

## THE ASSESSMENT PROCESS

### Assessment Criteria

- Use the pass criterion for each section to inform your application.
- Each section has expected word count to ensure you provide sufficient information in your application.

### The Process to Becoming Chartered

- After you submit your application and payment is received, you will be assessed on the information provided in your application.
- If your assessor feels additional information is required then you be contacted by someone from within the CMI CHartered Manager Team to request this. Please make sure you answer the question(s) being asked and provide qualitative examples to support your response.
- You should receive your result within 2-3 weeks. However, to ensure our assessment is fair and consistent we randomly sample a proportion of assessments for moderation. You will be notified if this is the case and receive updates throughout the process and once this has been completed.