



Exemplar
Global

Certification Requirements

Qualification-based

Certified Management System

Specialist (CMSS) Certification

Program

Exemplar Global is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2012 *‘General requirements for bodies operating the certification of persons.’*

This program is not covered under Exemplar Global’s scope of accreditation with JAS-ANZ.

Disclaimer

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Introduction

The **qualification-based (QB) Certified Management System Specialist Program** has been developed by Exemplar Global with industry experts to provide international recognition for those individuals who assist with or lead the design, development, implementation, maintenance, or improvement of management systems.

Confidence and reliance of an effective management system depends on the competence of the personnel responsible for the management system’s implementation and maintenance activities.

This personnel certification program has been developed to meet the following key objectives:

- To achieve the requirements of the International Standard for personnel certification ISO/IEC 17024:2012;
- To ensure that management systems specialists meet or exceed the qualification requirements detailed in this document;
- To assist organizations in selecting qualified specialists; and
- To enhance the professional recognition for management system specialists.

Individuals who wish to become certified by Exemplar Global should review this document and the [Personnel Certification Guide](#) to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an examiner in your region’s principal office. Exemplar Global principal offices are located in:

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Grades of Certification

There are two grades of Certified Management Systems Specialist (CMSS) certification:

- Specialist
- Lead Specialist

The Specialist grade recognizes that an applicant has demonstrated the qualifications to assist with or design, develop, implement, maintain, or improve an organization's management system(s).

The Lead Specialist grade recognizes that an applicant has demonstrated the qualifications to lead the design, development, implementation, maintenance, or improvement of an organization's management system(s).

Scopes of Certification

There are seven scopes of certification available under the Certified Management System Specialist (CMSS) program:

SCOPE	KNOWLEDGE	WORK EXPERIENCE— Specialist	WORK EXPERIENCE— Lead Specialist
Quality Management Systems	Exemplar Global-QM	At least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the management system.	At least three years full time work experience, with direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system.
Occupational Health & Safety Management Systems	Exemplar Global-OH	At least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the	At least three years full time work experience, with direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system.
Food Safety Management Systems	Exemplar Global-FS or FDAU4004A— Identify, evaluate and control food safety hazards	At least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the	At least three years full time work experience, with direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system.

Scopes are designed to reflect knowledge and qualifications of a specific management system.

Applicants may choose certification to more than one scope; however, applicants must demonstrate the

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SCOPE	KNOWLEDGE	WORK EXPERIENCE— Specialist	WORK EXPERIENCE— Lead Specialist
Environmental Management Systems	Exemplar Global-EM	At least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the	At least three years full time work experience, with direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system.
Security Management Systems	Exemplar Global-Scy	At least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the	At least three years full time work experience, with direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system.
Information Security Management Systems	Exemplar Global-IS	At least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the	At least three years full time work experience, with direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system.

Scopes are designed to reflect knowledge and qualifications of a specific management system. Applicants may choose certification to more than one scope; however, applicants must demonstrate the relevant knowledge and experience applicable for each scope.

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SCOPE	KNOWLEDGE	WORK EXPERIENCE— Specialist	WORK EXPERIENCE— Lead Specialist
Business Continuity Management Systems	Exemplar Global- BC	At least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the management system.	At least three years full time work experience, with direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system.

Scopes are designed to reflect knowledge and qualifications of a specific management system.

Applicants may choose certification to more than one scope; however, applicants must demonstrate the relevant knowledge, and experience applicable for each scope.

Knowledge Requirements

Applicants for each grade of CMSS certification must provide evidence of knowledge specific to the chosen scope(s) of certification.

EVIDENCE OF KNOWLEDGE

A certificate/s of attainment for the relevant course or examination, obtained from an Exemplar Global certified training provider issued within the three years prior to application is required.

A register of certified training providers is available at www.exemplarglobal.org.

If the certificate/s of attainment was not issued within the three years prior to application, the applicant may demonstrate current competency through successful completion of an Exemplar Global e-based knowledge exam.

NON-EXEMPLAR GLOBAL CERTIFIED QMS, EMS, OHS and FSMS COURSES

Courses not certified by Exemplar Global will be accepted when the applicant also demonstrates current competency through successful completion of one or more of the above Exemplar Global management system e-based knowledge examinations.

NON-EXEMPLAR GLOBAL CERTIFIED ISMS, SCYMS and BCMS COURSES

Applicants who are submitting alternative course criteria for the above standards will complete an alternative course matrix when applying through their online portal. For a list of currently approved alternative courses, please refer to the [Personnel Certification Guide](#).

Qualification Requirements

Applicants for CMSS certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

EVIDENCE OF EDUCATION:

All applicants must have completed secondary education or national equivalent.

EVIDENCE OF WORK EXPERIENCE:

Specialist

Specialists must provide evidence of at least three years full time work experience within the past four years prior to application, with at least one year in a role with responsibilities involved with the design, development, implementation, maintenance, or improvement of the management system specific to the chosen scope(s) of certification.

Lead Specialist

Lead Specialist must provide evidence of least three years full time work experience within the past four years prior to application, with having direct involvement in a role with responsibilities involved in leading the design, development, implementation, maintenance, or improvement of a management system, specific to the chosen scope(s) of certification.

Evidence of work experience must be verifiable and include:

- Employer (including contact details)
- Dates of employment; and
- Roles, responsibilities (job description), and achievements

ACCEPTABLE FORMS OF EVIDENCE:

Acceptable evidence of education and work experience will be in the form of a copy of the applicant's educational certificate and/or degree and a work resume or curriculum vitae. This documentation is submitted with the application.

Work Style Assessment for Auditors

All applicants—except the Provisional Auditor grade—are required to complete the Work Style Assessment self-coaching tool as part of the certification process.

The Work Style Assessment is a sophisticated career and self-coaching development tool that empowers auditors through self-awareness. The assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development.

[Click here](#) for more information about the Work Style Assessment.

The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011:2011 “Guidelines for auditing management systems.” These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered
- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.

You can take the Work Style Assessment online on your computer or smartphone.

The assessment takes approximately 15 minutes to complete, however there is no time limit.

You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It’s all about understanding yourself better.

Responses are automatically processed by our partner and a PDF report will be emailed to you within one hour of completing the survey.

If you have completed the Work Style Assessment within the four years prior to application, further assessment is not required. Applicants are required to include the details of the previous assessment on their application form.

Recertification

To maintain certification, all Certified Management System Specialists are required to demonstrate continuing conformity with the current certification requirements for the certification awarded. Exemplar Global will provide reminders with an invoice for the annual certification fee.

Every four years from the date of initial certification and each subsequent recertification, all Certified Management Systems Specialists must provide:

- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- Evidence of continuing professional development (CPD) activities. CPD logs are available at www.exemplarglobal.org:
 - ⇒ Specialist: 120 hours of CPD
 - ⇒ Lead Specialist: 120 hours of CPD

For further guidance, please refer to the [Personnel Certification Guide](#).

Expansion

Certified CMSS Specialists can apply to expand their grade and/or scope of certification at any time. To apply for an expansion of certification, specialists are required to:

- Complete the online expansion application available through your self-service portal accessible through the Exemplar Global website at www.exemplarglobal.org
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

Where a specialist is applying for more than one additional scope in the same application, only one expansion fee is required.

For complete details of fees, refer to the Exemplar Global fee calculator on the Exemplar Global website at www.exemplarglobal.org.

Transition Requirements for Certified CMSS Practitioners

To maintain certification, all certified auditors must demonstrate knowledge of the relevant standard according to the scopes held. All transition requirements to the updated version of the standards must be met within the defined deadlines. Auditors who do not meet the requirements may experience a lapse in certification.

Knowledge Requirements

All certified CMSS Specialists with the QMS scope must submit evidence of successful completion of the Exemplar Global College ISO 9001:2015 Transition Assessment.

Alternately, certified auditors can submit evidence of successful completion of the IAAR/PECB ISO 9001:2015 Transition Offering and Assessment by the deadline.

All certified CMSS Specialists with the EMS scope must submit evidence of successful completion of the Exemplar Global College ISO 14001:2015 Transition Assessment.

Alternately, certified auditors can submit evidence of successful completion of the IAAR/PECB ISO 14001:2015 Transition Offering and Assessment by the deadline.

For more information regarding the transition requirements, please contact an Exemplar Global scheme examiner in your region's principal office, or submit an email inquiry to info@exemplarglobal.org.