



Exemplar
Global

Certification Requirements

Management Systems Implementation Consultant

Disclaimer

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Introduction

This guide has been developed to help you to become certified with Exemplar Global and provides the information necessary to achieve Exemplar Global personnel certification.

Please read this entire guide before applying for certification.

The Management Systems Implementation Consultant certification program has been developed by Exemplar Global to provide international recognition for consultants who assist organizations in the implementation of management systems based on ISO standards such as ISO 9001:2015.

How to get started

Apply online at Exemplar Global's [website](#) by creating an account under the Login button in the upper right-hand corner of the screen. Once your account is set up, click on the Apply for Certification button to begin the process.

All application information must be provided in English unless otherwise agreed with Exemplar Global. Where translations of documents are provided, these must be independently verified for accuracy. Should you have any questions regarding what is required for the personnel certification requirements, contact Exemplar Global at info@exemplarglobal.org.

Understanding Grades and Scopes

Grades of certification

A grade is a specific level within a personnel certification program that best describes the job role for that certification program. Exemplar Global's management system auditor certification grades are shown below:

Grade	Designed For	Training	Personal Attributes
Consultant	Consultants who assist organizations in the implementation of management systems	Exemplar Global-Certified Management Systems Implementer Consultant course. TPECS (MC) or RTP course.	NA
Lead Consultant	Consultants who lead consulting teams to assist organizations in the implementation of management systems	Exemplar Global-Certified Lead Management Systems Implementer Consultant course. TPECS (TL and MC) or RTP course.	NA

Scopes of Certification

A scope provides recognition that the applicant has experience within a specific industry. Applicants can choose to add as many scopes to their certification as they need or wish. Should a certified individual wish to add a scope to their current certification, they may submit an expansion application. Likewise, scopes can be removed from a current certification at any time.

Scopes of certification can be obtained by demonstrating relevant training OR 10 days audit experience within the relevant area.

Understanding Training Requirements

All applicants are required to demonstrate knowledge specific to each certification scheme, grade, and scope. Predominately, this is demonstrated by obtaining a TPECS or RTP certificate in the relevant discipline from an Exemplar Global certified or recognized training provider; however, alternative training options exist.

- If a training certificate is older than ten years from the date of application, further examination may be required (see knowledge examinations).
- Transition training and/or assessment may be required where standards are significantly revised.

A register of Exemplar Global Training Providers can be found at the [Exemplar Global Search Register](#)

Knowledge examinations

Exemplar Global examinations are administered directly by Exemplar Global via an online exam portal. Login details will be provided on application where required. Fees may apply to initial examinations and retakes of knowledge examinations.

Examination results

Knowledge examinations for all personnel certification programs are pass/fail (criterion-referenced) examinations, meaning that examinees must meet a specific passing score (performance benchmark) to pass the exam. For Exemplar Global examinations, the passing score required will be stated in your exam confirmation letter or at the time of completion.

Retaking knowledge examinations

Exemplar Global examinations may be retaken until the required passing score is met. Retake fees apply for all Exemplar Global examinations.

Requesting examination accommodations

Examinees who require medical, disability, language, or religious-related accommodations may request examination accommodations by emailing the request to their certification service specialist prior to taking their examination

Alternative certificates and courses accepted by Exemplar Global

In addition to the TPECS or RTP training certificates issued by Exemplar Global certified training providers, certificates from training providers certified by other bodies may be accepted as evidence of meeting knowledge requirements.

Certification Fees

A certification fee is required for any new certification application. There is no fee for reducing certification. For some personnel certification programs, other fees related to the required examinations, assessments, and skill examinations may apply.

All Exemplar Global management system certifications are “continuous,” which means that your certification remains valid so long as you continue to meet the scheme and grade requirements, complete any necessary assessments, adhere to our code of conduct and pay your fees.

Certification fees are paid monthly or annually by credit or debit card only. Certificates will expire one year from the date of the issuance of certification. However, certification can and will be suspended or withdrawn if you fail to make payments, do not maintain required continuous professional development, do not meet assessment requirements, or violate our code of conduct.

Customers can pay up to one year in advance. Payments are to be made in U.S. dollars except for in Australia, where payments are to be made in Australian dollars.

All fees are non-refundable and subject to change.

Submitting an Expansion Application

You may apply to expand your personnel certification at any time. An expansion occurs when you choose to upgrade your certification to a higher grade or to add a scope to your certification program. Submit your expansion application via your [online portal](#). This can be completed for a small fee at any time during your current certification period.

Transitioning to Exemplar Global

If you are a management system auditor certified by one of the bodies listed below and want to transition to Exemplar Global certification, or wish to hold dual certification, Exemplar Global will formally recognize your auditor certification.

- Chinese Certification & Accreditation Association (CCAA)
- International Register of Certified Auditors (IRCA)
- Korean Auditor Registration (KAR)
- Professional Evaluation and Certification Board (PECB)

There is no transition fee; however, a certification fee will be payable.

What is required?

You must provide evidence of current certification in the form of a current card, certificate, or official letter from the authorizing body. **Invoices and receipts will not be accepted.** The certification granted will reflect the grade and scheme you currently hold.

Please note, additional requirements and fees may be applicable if you apply for a higher grade of certification. The transition process is simple and will allow you to become Exemplar Global certified in a very short time. To begin the process, give us a call to speak with a member of our certification team.

Reducing a Certification

At any time, you may reduce your certification to a lower grade or remove a scope from your certification program by contacting an Exemplar Global examiner. A reduction in certification may also be recommended to an applicant by the examiner after evaluation of an initial application. Acceptance of a reduction of certification must be provided to the examiner in writing from the applicant. No fees are refunded when reducing certification.

Continuous Certification

Certified individuals are required to demonstrate continuing compliance by meeting the continuous certification requirements. At times, additional requirements may be instituted if there have been major changes to a certification program's requirements due to changes in the industry or the standard upon which the certification is based.

Exemplar Global strongly encourages the completion of Continuing Professional Development relevant to your role and/or profession and we provide numerous opportunities for professional development.

Every third year, all grades are required to demonstrate evidence of the completion of the Work Style Assessment for Auditors within the previous three years. Fees apply.

Understanding Continuing Professional Development

Individuals should consider their personal strengths and weaknesses when selecting the appropriate professional development to undertake in between recertification periods. Unless the certification program requires specific professional development as part of the recertification requirements, professional development activities should relate to the field of work undertaken by the certified individual.

- Attendance at conferences, seminars, workshops, webinars, or forums
- Full time, part time, or contract employment
- Instructor courses—teaching or leading courses toward the current certification obtained
- Attendance of student courses—any course(s) completed towards the current certification obtained
- Audit experience

ISO and Industry Transitions

All ISO standards are reviewed on a five-year cycle. Exemplar Global management system programs are based on ISO standards. As such, our certified professionals are required to demonstrate their knowledge of updated standards relevant to their certification.

Questions?

If you have any remaining questions regarding personnel certification, we recommend that you check the Frequently Asked Questions (FAQs) section of the Exemplar Global website before contacting us. Email your questions to info@exemplarglobal.org or use our live chat function, which is located in the lower right-hand corner of the Exemplar Global [website](#).