



Certification Requirements

ISO Management Systems Consultant & Recognized Consultancy Group

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, Exemplar Global, Inc. does not accept liability for the performance, conduct or services provided by the certified person or organization.

Copyright 2022 Exemplar Global Inc.

This certification program and associated intellectual property is subject to Exemplar Global Inc.

Copyright. Apart from any fair dealing for the purposes of application, review, or reference, as permitted under the Australian and United States of America Copyright Acts, no part of this program may be reproduced by any process without the written permission of the Chief Executive Officer of Exemplar Global Inc.



Contents

- Introduction 3
 - Types of Certification 3
 - Individual Personnel Certification 3
 - Recognized Consultancy Group (RCG) 3
 - How it works 3
- SECTION 1 Recognized Consultancy 4
 - Intellectual Property Ownership 4
 - Requirements for becoming a Recognized Consultancy 4
 - Recognition and digital credentials 4
 - Customized requirements for Consultants 4
 - How to apply to become a Recognized Consultancy Group 4
- SECTION 2 Individual Personnel Certification 5
 - Requirements for Individual Personnel Certification 5
 - Digital Credentials for Individual Personnel Certification 5
 - How to apply for Individual Personnel Certification 5
 - Certification Fees 6
 - Initial application 6
 - Upgrade your certification to a higher grade (Expansion application) 6
 - Annual certification 6
 - Continuing Professional Development 6
- How to Promote Your Exemplar Global Certification 7

Introduction

The ISO Management Systems 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.

Types of Certifications

Two types of certifications are offered within this program

Individual Personnel Certification

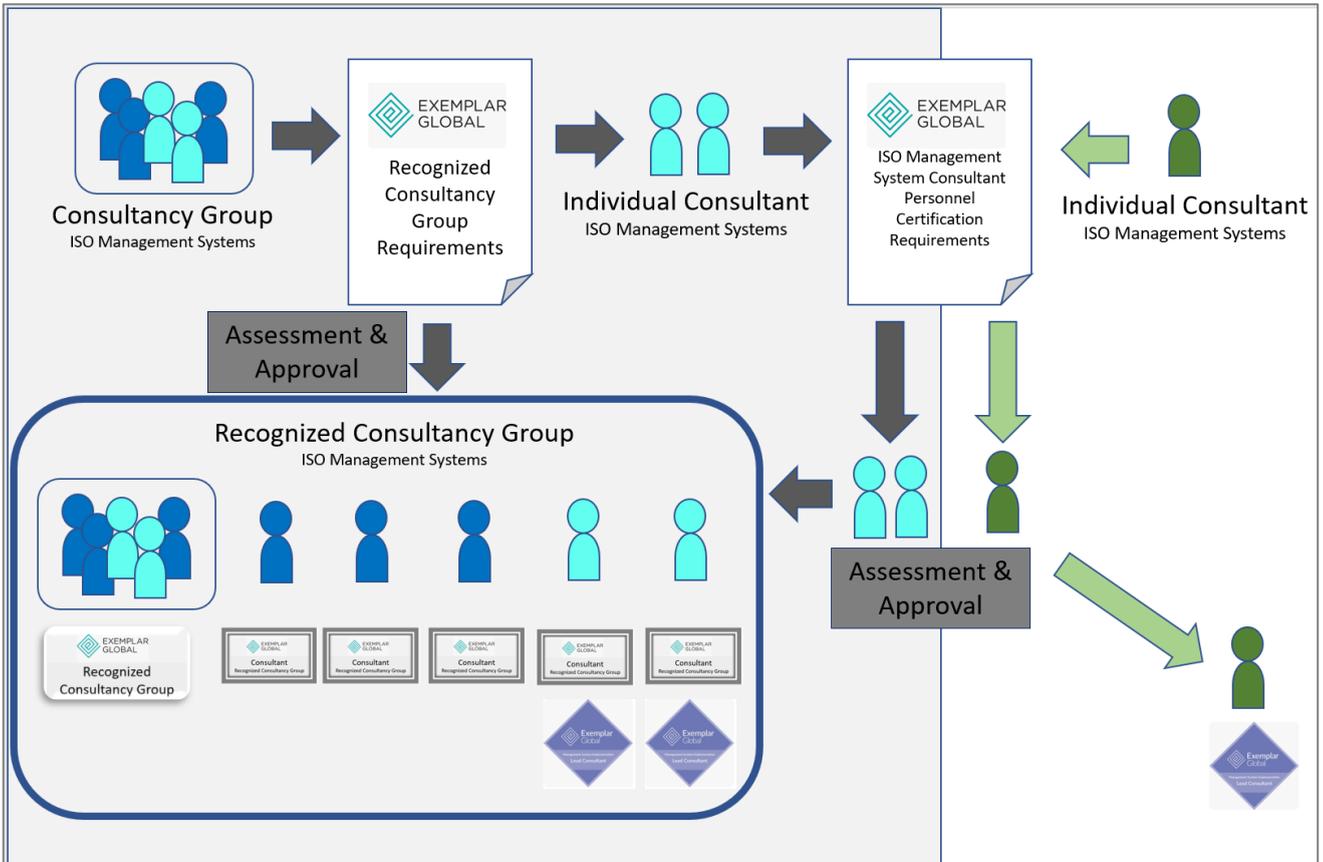
- Individuals who meet the requirements will be approved as ISO Management Systems Consultants.

Recognized Consultancy Group (RCG)

- Recognition is achieved by the consultancy group which entitles the RCG to a digital Exemplar Global badge for use in promotion and marketing.
- Nominated consultants working within the scope of the recognized consultancy group are approved to use an RCG digital credential.
- Additionally, consultants who choose to apply for Individual Personnel Certification will receive an individual Personnel Certification if they meet the requirements.

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.

How it works



Please read this entire guide before applying for certification.

This is a "controlled" document on day of printing only.

SECTION 1 Recognized Consultancy Group

This program is only available to Exemplar Global Recognized Consultancy Groups who are operating under a contract with Exemplar Global to provide this program. Certification Fees are specified within a contract between Exemplar Global and recognized consultancy group.

Intellectual Property Ownership

To protect the intellectual property of both parties, this program is operated under a contract between Exemplar Global Inc and the recognized consultancy group. For clarity:

1. The requirements and processes outlined in this program relating to the recognized consultancy group have been developed by and remain the intellectual property of Exemplar Global.
2. Where the recognized consultancy group has additional in-house requirements that they wish to include as part of their customized program, these are detailed within the contract and remain the intellectual property of the recognized consultancy group.

Requirements for becoming a Recognized Consultancy Group

The recognized consultancy group must satisfy Exemplar Global's due diligence process, including the demonstration of appropriate processes for the management of

- Recruitment and selection of consultants, including on-going professional development requirements arising from the provision of the consultancy service
- Matching consultant expertise and matching with client needs. The recognized consultancy group must affirm that they will ensure the consultant is appropriately matched to client's based on the individual's experience and technical knowledge.
- Management of risks relevant to the provision of consultancy services
- Complaints management and resolution, including escalation to Exemplar Global of matters that may impact the reputation of either party
- Communication with Exemplar Global regarding key matters including: assessments and provision of requested information; changes to named consultants

Notes: All information must be provided in English; or translated into English in a manner Exemplar Global can rely upon in making certification decisions.

Recognition and digital credentials

- Recognition is achieved by the consultancy group which entitles the organization to a digital Exemplar Global badge for use in promotion and marketing.
- Nominated consultants working within the scope of the recognized consultancy group are approved to use an RCG digital credential.
- Nominated consultants who choose to apply for Individual Personnel Certification will also receive an individual Personnel Certification upon demonstrating they meet the requirements.

Customized requirements for consultants

Any additional requirements for consultants that are specific to the recognized consultancy group will be detailed in the contract between Exemplar Global and the recognized consultancy group.

How to apply to become a Recognized Consultancy Group

Email info@exemplarglobal.org and one of our team will get in touch.

SECTION 2 Individual Personnel Certification

Requirements for Individual Personnel Certification

Grade	Designed For	Requirements
Consultant	Personnel Certification for individual consultants who assist organizations in the development, implementation and maintenance of ISO based management systems.	<p>Verifiable evidence that demonstrates 1500 hours consulting experience in assisting organizations with the development, implementation, and maintenance of ISO based management systems.</p> <p>To be verifiable, the evidence provided must include:</p> <ul style="list-style-type: none"> ▪ Organization address, phone number and website ▪ Contact details for the key organization contact, including their full name, position and contact phone and email. ▪ Description of the work undertaken (eg: ISO Standard; scope / nature of the work; outcome achieved) ▪ Role (eg: solo, member in a team of three, leading a team of five etc.) <p>If information provided cannot be verified, additional information may be requested to ensure the requirements for Personnel Certification have been fulfilled.</p>
Senior Consultant	Personnel Certification for individual consultants who have significant experience in assisting organizations in the development, implementation and maintenance of ISO based management systems.	<p>Verifiable evidence that demonstrates at least 3000 hours consulting experience in assisting organizations with the development, implementation, and maintenance of ISO based management systems. At least 1000 of these hours as the main or lead consultant.</p> <p>To be verifiable, the evidence provided must include:</p> <ul style="list-style-type: none"> ▪ Organization address, phone number and website ▪ Contact details for the key organization contact, including their full name, position and contact phone and email. ▪ Description of the work undertaken (eg: ISO Standard; scope / nature of the work; outcome achieved) ▪ Role (eg: solo, member in a team of three, leading a team of five etc.) <p>If information provided cannot be verified, additional information may be requested to ensure the requirements for Personnel Certification have been fulfilled.</p>

Digital Credentials for Individual Personnel Certification

Individuals who meet the requirements will have their Personnel Certification as an ISO Management Systems Consultant approved and will be issued with a digital credential reflecting their grade.

How to apply for Individual Personnel Certification

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.

This is a "controlled" document on day of printing only.

Certification Fees

Initial application

A certification fee is required for a new certification application.

- Payments are to be made in U.S. dollars.
- Certificates are valid for one year from the date of the issuance of certification, and an annual administration fee is payable to maintain your Exemplar Global certification.
- **All fees are non-refundable and subject to change.**

Upgrade your certification to a higher grade (Expansion application)

You may apply to upgrade your personnel certification at any time to a higher grade at any time. Submit your expansion application via your [online portal](#). This can be completed for a small fee at any time during your current certification period.

Annual certification

Certification is “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
- Pay your fees. *Certification fees are paid annually by credit or debit card via the Exemplar Global Link portal.*
- 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.

To protect the reputation of Exemplar Global and other certified individuals, certification will be suspended or withdrawn if these requirements are not fulfilled.

Continuing Professional Development

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. Individuals should consider their personal strengths and weaknesses when selecting the appropriate professional development. Professional development activities should relate to the field of work undertaken by the certified individual.



How to Promote Your Exemplar Global Certification

Once awarded your certification, you will be issued with a digital badge published by Exemplar Global and aligned to the Certification Scheme and Grade that you have achieved. While the design of the badge is consistent to all people holding the same certification, the badge itself is a digital credential and is therefore uniquely yours, enabling interested parties to verify your credentials simply by clicking on the badge itself. Along with the ability to verify your certification status, interested parties are also provided with a brief overview of the requirements needed to achieve the award.

Because it is 'portable', your Exemplar Global digital badge allows you to promote your credentials with your networks in a simple and trusted way by sharing it on your social media accounts (LinkedIn, Facebook, Twitter), via email, and by embedding it in your email signature or website etc.

So, look out for badging related emails sent out soon after you receive your certification. These emails provide the details on how to access the badging platform, access and share the badge itself. (Please note this communication will come from our badging partner and leader in the digital credential space: Credly). When sharing your badge on social media, please ensure that you tag Exemplar Global in your posts so we can see it too. To tag us in your posts, please insert the @ symbol before typing in 'Exemplar Global.'

For a full list of all the digital credentials Exemplar Global offers, visit:
<https://www.credly.com/organizations/exemplar-global/badges>

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, which is located in the lower right-hand corner of the Exemplar Global [website](#).