



Certification Renewal Application

Certified Investment Management AnalystSM (CIMA[®])

&

Certified Investment Management ConsultantSM (CIMC[®])

This pamphlet is designed to serve as a step-by-step guide to help you meet your certification renewal requirements. Please read each section fully, visit the Web site, or contact IMCA if you have additional questions.

NOTE: All certification renewal requirements must be completed and received in the IMCA office by your designated certification renewal deadline.

Additional information on certification renewal requirements, policies, and procedures is available online at www.IMCA.org/main/do/CIMACIMC_Renewal.

Steps to Certification Renewal:

- **Step one:** Before the end of your current certification renewal period you must have completed and reported a minimum of 40 hours of continuing education (CE) credit. The 40 hours must include two credit-hours of ethics CE.
- **Step two:** Pay a certification renewal fee for your next two-year certification renewal period—\$105 for current IMCA members; \$500 for nonmembers; \$500 for nonmembers who choose to join IMCA.
- **Step three:** Using the Certification Renewal Application Form and Invoice, sign your continued adherence to IMCA's *Code of Professional Responsibility, Standards of Practice, and Rules and Guidelines for Use of the Marks*. In addition, you must disclose any federal/state regulatory actions or complaints.
- **Step four:** Remit your Certification Renewal Application Form and Invoice via mail or fax to:
IMCA | 5619 DTC Parkway, Suite 500 | Greenwood Village, CO 80111
F 303.770.1812 | F 303.496.6105

STEP ONE—Earn and Report Continuing Education (CE) Credit Hours

- All CIMA and CIMC professionals are required to accumulate 40 hours of CE every two years following initial certification.
- The 40-hour requirement may be split between IMCA- and non-IMCA-sponsored CE.
- Two of the total 40 hours must be ethics CE.

All CE hours must be reported to IMCA by your certification renewal date. If your file is not complete on that date, you will lose your right to use the license.

Visit **www.IMCA.org** and log in to your “My IMCA” account to update your information or to check your CE hour accumulation. If you need to accumulate CE hours, review the calendar of upcoming IMCA conferences and audio broadcasts at **www.IMCA.org/main/do/Education**.

CE Credit-Hour

IMCA grants CE for educational sessions in one-hour-minimum increments. IMCA classifies “one hour” sessions as those lasting no fewer than 50 minutes. Therefore, all sessions submitted for CE must be a minimum of 50 minutes in order to qualify for one hour of CE.

IMCA-Sponsored Continuing Education Events

If your certification renewal period began prior to July 1, 2009*, you must meet a minimum IMCA-sponsored CE requirement. Once you have completed the requirements for your current two-year certification renewal period, you will operate under the new certification renewal rules. That means when you begin your next certification renewal period, you will no longer be required to obtain a minimum number of IMCA-sponsored CE hours.

**CIMA/CIMC professionals whose certification renewal period began before July 1, 2009, and who currently operate under IMCA’s “6+ Rule” do not need to meet a minimum IMCA-sponsored CE requirement.*

IMCA-sponsored events will always be a preferred source of CE credit. They are designed to provide you with:

- Pre-approved, acceptable topics
- A convenient way to attain and track your CE
- A content experience that is targeted to meet the continuing competency needs of CIMA and CIMC professionals
- Best-in-class networking with the industry’s premier investment consulting and wealth management professionals.

Non-IMCA-Sponsored Continuing Education Credit

To request non-IMCA-sponsored CE credit hours, please submit the Non-IMCA Continuing Education Hours Submittal Form, confirmation of attendance, and an agenda of the event(s) you attended. You may download the form at **www.IMCA.org/main/do/ReportCIMACE**.

STEP TWO—Select Certification Renewal Option and Pay Renewal Fee

In order to sustain the value of the CIMA and CIMC marks, IMCA assesses a certification renewal fee to support trademark monitoring, background checks, record maintenance, and administrative efforts. There is no membership requirement to renew your certification, however, IMCA members pay a steeply-reduced fee. If you are not already an IMCA member, you may elect to include an IMCA membership with your certification renewal fee at no additional cost.

If you received this pamphlet in the mail, a Certification Renewal Application Form and Invoice is enclosed. If you downloaded this pamphlet and are within 90 days of your certification renewal deadline, you may log in to your “My IMCA” account and click the “CIMA Details” or “CIMC Details” link to download, print, and submit your Certification Renewal Application Form and Invoice.

Certification Renewal Options

- \$105—**Discounted certification renewal fee for current IMCA members.** You may select this option if you are an IMCA member as of the date of certification renewal. (Review your “My IMCA” record to make sure your membership will not expire before your next certification renewal period begins. You can renew your membership conveniently online if it does.)
- \$500—**Certification renewal fee for nonmembers.** You must pay this fee if you are not an IMCA member as of the date of your certification renewal, and you **do not** want to receive a one-year IMCA membership with your certification renewal.
- \$500—**Certification renewal fee *plus* one-year IMCA membership.** You should select this option if you want to **include** a one-year IMCA membership with your certification renewal. The membership payment may be applied to either a new IMCA membership or to an existing IMCA membership renewal. This option includes:
 - \$395 annual IMCA membership fee
 - \$105 discounted two-year certification renewal fee

Why should you select an IMCA membership?

In addition to supporting the investment consulting and wealth management profession and networking with the best in the business, IMCA members receive a significant return on their \$395 annual investment:

- Discounts on IMCA conferences, education, certification fees, and other continuing education offerings.
- Three periodical subscriptions that deliver essential knowledge, practice trends, research, and theory: *Investments & Wealth Monitor*, *IMCA Research Quarterly*, and the *Journal of Investment Consulting*; and one electronic subscription that synthesizes current industry news—IMCA eNews
- Premier Web-based content that offers a library of free article downloads, podcasts, model RFP templates, online networking, and a membership directory. For more information visit www.IMCA.org/main/do/Membership_Benefits.



STEP THREE— Sign your continued adherence to IMCA’s Code of Professional Responsibility, Standards of Practice, and Rules and Guidelines for Use of the Marks, and disclose any federal/state regulatory actions or complaints.

According to IMCA’s *Code of Professional Responsibility*, it is incumbent upon each licensee to report any legal investigations or proceedings relating to professional or business conduct, disciplinary complaints, or actions that may have occurred within the last two years. Failure to disclose and subsequent determination that there has been such disciplinary action or investigation will result in a review by IMCA’s Professional Review Board. See the *Disciplinary Rules and Procedures* on IMCA’s Web site for more information: www.IMCA.org/main/do/Industry_Standards.

IMCA’s *Code of Professional Responsibility and Standards of Practice* were adopted to promote and maintain the highest standard of personal and professional conduct in the investment management consulting profession. All members of IMCA are expected to subscribe to the *Code* and CIMA and CIMC licensees must adhere to the *Standards*, which serve to assure public confidence in the integrity and service offered by professional investment management consultants. Before signing and submitting your Certification Renewal Application Form and Invoice, review IMCA’s *Code of Professional Responsibility and Standards of Practice* online at www.IMCA.org/main/do/Industry_Standards.

IMCA’s *Rules and Guidelines for Use of the Marks* publication has been developed to assist licensees in using the marks in communications and marketing materials. IMCA mandates proper use of the marks in its *Standards of Practice*, *Code of Professional Responsibility*, and *Disciplinary Rules and Procedures*. To download a copy of the *Rules and Guidelines for Use of the Marks* visit www.IMCA.org/main/do/Designations.

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