



## Overview of IMA Consultant Certification

The International Mentoring Association (IMA) recognizes the need to identify mentoring consultants and trainers, both individuals and businesses, to be able to provide quality services to organizations and mentoring programs. Program leaders can be assured that IMA-certified consultants and trainers (hereafter named consultants) meet basic criteria:

- Knowledge of mentoring processes and theory, organizational leadership, and IMA standards for mentoring programs
- Ability to implement a clear, rational, and comprehensive process to help mentoring programs meet IMA standards
- History of positive support and services to mentoring programs, businesses, their leaders, and their host organizations, if any
- Legal business authority and established fiscal processes; and
- Clear business practices

The certification process addresses not only knowledge of program standards, but also success helping programs meet IMA standards. The certification process focuses on what a consultant knows and has accomplished. It also considers the business side of consulting and the professional practices that create the conditions for consulting. The certification requirements are intentionally broad to allow for individualization and program variations. In short, they describe what the IMA believes all certified consultants should know and be able to do.

Mentoring reflects a commitment to participant's long-term, continuous improvement. When you submit an application, you affirm your commitment to excellence, to continuous improvement, to providing exceptional services to participants, and to accomplishing meaningful goals and clearly defined objectives.

Mentoring consultant certification is granted after the IMA review mentoring consulting competencies, consultant business competencies and requirements, and client testimonials. The final stage of the certification process is an interview with an IMA board member.

All consultants that receive certification are successful and have the privilege of using the IMA accreditation logo to announce their status.

## Overview of Certification Application Process

There are 100 points available to determine if certification will be awarded. Below is a description of the required information, documentation, and evidence to support an application. It is recommended that persons or programs applying for certification follow the RFA to ensure all information, documentation and evidence are provided along with an estimated timeline for IMA review.

### Required Documentation, Information and Evidence:

- A. Mentoring Consulting Competences worth 50 points
    - Knowledge of Mentoring Program Design: Case Study and Analysis (*Please describe your mentor program design by answering the topics below*)
      - Program/Business Introduction (*What is the name of your program? Provide an introduction about the program, and a general overview*)
      - Program/Business Alignment to IMA Standards for Mentoring Programs (*How does your program align to the IMA standards – standards are listed on our accreditation page*)
      - Informed Decision-Making (*How do you make decisions regarding your mentor program? Is it rooted in research? Is it rooted in practice?*)
      - Outcomes of Your Involvement (*What are some outcomes based on your personal work?*)
    - Knowledge of Consulting Facilitation, Skills, and Processes
      - Collaboration and Interpersonal Skills (*How do you collaborate with others in the field, in your practice, and how do you encourage collaboration amongst mentors/mentees?*)
      - Scope and Sequence for Program Development and Improvement (*How do you plan to scale your program or want to develop it further?*)
  - B. Consulting Business Competencies and Requirements worth 25 points
    - Evidence of Business Practices
      - Evidence of Business Legal Status
      - Evidence of Documented Professional Practice
      - Online Presence and Promotional Materials
    - Fiscal Management
      - Formalized Fiscal Processes
    - Applicant's Qualifications
      - Resume/Vita
      - IMA Membership
  - C. Client Testimonials worth 15 points
    - Required Number of Testimonials
  - D. Optional Application Components worth 10 points
    - Other Certifications
    - Consultant and Training Licenses
    - Conference Presentations
    - Mentoring Publications
    - Business Plan
  - E. Modifications for Business and Organization Applicants (see full RFA)
- Overall Application Quality worth 5 points  
Certification Interview worth 10 points

## File Component and Structure

- File 1: Application Cover Sheet  
File Name: lastname.1.cover.pdf
- File 2: Response to Section A  
File Name: lastname.2.consulting.pdf
- File 3: Case Study Matrix  
File Name: lastname.3.matrix.pdf
- File 4: Response to Section B  
File Name: lastname.4.business.pdf
- File 5: Response to Section C  
File Name: lastname.5.testimonials.pdf
- File 6: Optional Response to Section D  
File Name: lastname.6.optional.pdf
- File 7: Response to Section E 6-7 for Consulting Businesses Only  
File Name: lastname.7.company.pdf

## Review Process

- Submission/Fees
  - Individual
    - Timeline is Year-Round
    - Application Fee: \$ 1,500
      - ◆ Certification Awarded: Additional \$ 1,500
    - Mid-Cycle review required at three years to maintain certification status
  - Business
    - Timeline is Year-Round
    - Application Fee: \$ 1,500
      - ◆ 2-5 people: Certification Awarded: Additional \$ 2,000
      - ◆ 6-9 people: Certification Awarded: Additional \$ 2,500
      - ◆ 10-13 people: Certification Awarded: Additional \$ 3,500
    - Mid-Cycle review required at three years to maintain certification status
- Timeline
  - Begins one week following receive of application with documentation and evidence
  - Weeks 2-3: Certification Committee reviews materials
  - Weeks 3-4: Representative interviews are conducted
  - Weeks 4-5: Report development
  - Weeks 5-6: Board review and determination
  - Week 6: Certification notification
- Scoring Guidelines
  - Total of 100 points available

**For the full Request for Application (RFA) email to [accreditation@mentoringassociation.org](mailto:accreditation@mentoringassociation.org)**