

Tips for completing your CMO Accreditation Submission

Do's

1. Include your completed 4 page application
 - Check over your application to ensure that you have completed all required behaviours and skills (mandatory and elective).
 - Check over your application to ensure that you have included the measurement tools and that they are under the correct behaviours and skills.
2. If you use a worksheet, include it with your application.
3. Remember to include the required fee with your application.
4. Include a cover letter with your application
 - Outline any instructions on how to work through your application.
 - Mention if you have used a mentor and who the mentor was. If you used more than one mentor, mention who they were.
 - If you have included names of other individuals (i.e. performance appraisals, etc.) provide proof that you were given permission to reveal their name as part of your evidence.
5. If you have not been given permission, remove any names that could identify another individual (i.e. performance appraisal, hiring process, etc)
6. Provide your application in a bound format.
7. Separate the sections of your application with some type of divider.
8. Make your best choices and provide evidence using the measurement tools.
 - Choose the areas under Behaviours and Skills where you can provide your best evidence.
 - Provide evidence for all mandatory behaviours.
 - Choose the areas under elective behaviours where you can provide your best evidence.
9. Provide a sentence or short paragraph explaining your participation in, or knowledge of, a behaviour or skill if you are unable to provide a clear piece of evidence which demonstrates your participation in, or knowledge of the behaviour or skill.
10. AMCTO can provide you with an electronic copy of your history of registration at their workshops and seminars, subject to restrictions arising from the AMCTO records retention policy.
11. Mark the corresponding competency number on each piece of evidence provided as well as the measurement tool circled.

Don'ts

12. Don't provide all material from the course taken or presentation made. Only include proof of attendance and topics covered to identify the knowledge gained from attending a course, seminar or workshop or a presentation you have made.
13. Don't rely too much on training courses and workshops attended as evidence; it is better to provide applied examples of knowledge and participation where possible.
14. Don't provide 'too much' evidence; it becomes difficult for the CMO Accreditation Review Sub-committee to assess your submission. Think about what you are providing and choose the items you feel best describes the behaviour or skill.
15. Don't use one piece of evidence for more than FIVE different behaviours or skills.
16. Don't underestimate the value of attaining your CMO. After completing your application and receiving your designation, you and others will appreciate the knowledge, expertise and organizational skills you have and demonstrate in your position. The CMO is not just about training; it is about experience and knowledge of what it takes to be a professional manager.