



Information Mapping®

Certified Consultant

Program

Overview

About this document

This document describes the Information Mapping® Certified Consultant Program and how Information Mapping International implements it.

Goal

The goal of the Information Mapping® Certified Consultant (IMCC®) Program is to create a recognized corps of competent individuals who can deliver high-quality Information Mapping services.

Why get certified?

As a consultant who has earned this certification, you have proved that you master the Information Mapping method to create documentation that works.

You can work as an independent consultant or be employed by an Information Mapping Partner. A potential client needing a consultant knows that an IM Certified Consultant completes jobs and projects much faster and more efficiently, applying proven experience with all aspects of the IM method.

Contents

This document covers the following topics:

Topic	See Page
Who Would Qualify for the IMCC® Program	2
How to Get Certified?	6

Who Would Qualify for the IMCC® Program

Introduction

This topic covers the following:

- [General description](#)
 - [Who should apply](#)
 - [Prerequisites](#)
 - [Expectations](#)
 - [Program benefits](#)
 - [License](#)
-

General description

An IM Certified Consultant is an experienced professional who

- provides Information Mapping® writing, editing and other consulting services, and
 - implements the Information Mapping® method as a solution for public (government/non-government) and private organizations.
-

Who should apply

Individuals who should consider applying for the IMCC® Program are

- engineers
- business and technical communicators
- business consultants
- quality assurance, regulatory and compliance managers
- project managers
- content developers and content strategists,
- knowledge management consultants

who want to deliver Information Mapping® writing, editing and other consulting services as an temporary worker, independent consultant or as an employee of an Information Mapping Partner.

Note: In order to provide Information Mapping® training, you need to be an Information Mapping Certified Instructor working for an Information Mapping Partner. Certified Consultants cannot sell Information Mapping® training, or train people themselves.

Continued on next page

Who Would Qualify for the IMCC® Program, Continued

Prerequisites

The specific qualifications for becoming an Information Mapping® Certified Consultant are:

- having some experience in writing, consulting and/or editing services.
 - having completed at least one official Information Mapping® 2-day or 3-day classroom training, or the instructor-led e-learning course Mastering Business Communications – Instructor-led, or the Video Training IM Essentials
 - being able to communicate the fundamentals of the Information Mapping® method clearly, and
 - having personal attributes of high integrity, a professional attitude, and a passion for helping businesses make their information work.
-

Expectations

Information Mapping International expects the following from its Certified Consultants:

- Use Information Mapping® in your writing, editing and other consulting services.
 - Work and collaborate with Information Mapping® Partners on projects
 - Focus on convincing your clients that Information Mapping® is the solution for their documentation.
-

Continued on next page

Who Would Qualify for the IMCC® Program, Continued

Program benefits

As an IMCC®, you will receive the following types of benefits from the program:

Type	Benefits
Special experience	<ul style="list-style-type: none"> • Join the exclusive network of professionals who can use and apply the protected and proven Information Mapping® method for third parties. • Have access to the Information Mapping® Community to ask specialized questions and share best practices with other Certified Consultants worldwide. • Have free access to all available Information Mapping® e-learning courses. <p>Reference: See www.informationmapping.com for more information.</p>
Business-related	<ul style="list-style-type: none"> • As a temporary worker or independent consultant, you can work with official Information Mapping® Partners who need additional resources for large projects. • As an employee of an official Information Mapping® Partner, you can add significant value to your career and your employer. • Be entitled to the exclusive use of the copyright-protected Information Mapping® method and IMCC® logo. • Have the option to list your name and contact information on the official Information Mapping® website. • Receive up-to-date information on new product developments, marketing actions, and upcoming opportunities from Information Mapping International.

Continued on next page

Who Would Qualify for the IMCC® Program, Continued

Program benefits,
continued

Type	Benefits
FS Pro	<ul style="list-style-type: none">• Receive a free FS Pro NFR (not for resale) license with every new release.• Get free third-level technical support for FS Pro (personal basis only).• Receive beta versions of new FS Pro releases with an invitation to provide feedback.

IMCC® License Once you are certified as an IMCC®, you can provide Information Mapping services to third parties only when you paid the yearly IMCC® License fee.

How to Get Certified?

Introduction This topic covers the following:

- [Duration](#)
- [Process](#)
- [Recertification](#)
- [What you will receive](#)

Duration The expected duration of the entire process ranges from two to three months, depending on your skill level.

Process You should complete the following process to become an Information Mapping® Certified Consultant:

Stage	Description	Details						
1	Apply for the program	<p>Applicants will send their resume to ssrivastav@informationmapping.com</p> <p>Result</p> <table border="1"> <thead> <tr> <th>When the resume is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Accepted and approved</td> <td>Applicant orders and pays the IMCC® Certification Exam on the web store</td> </tr> <tr> <td>Not accepted</td> <td>IMI sends feedback and gives recommendations.</td> </tr> </tbody> </table>	When the resume is...	Then...	Accepted and approved	Applicant orders and pays the IMCC® Certification Exam on the web store	Not accepted	IMI sends feedback and gives recommendations.
When the resume is...	Then...							
Accepted and approved	Applicant orders and pays the IMCC® Certification Exam on the web store							
Not accepted	IMI sends feedback and gives recommendations.							
2	Take the Certification Exam.	<ul style="list-style-type: none"> • The applicant completes the IMCC® Certification Exam in the allotted time. • IMI provides feedback no later than 10 days after receiving the completed exam. <p>Note: Passing the IMCC® Certification Exam depends on the applicant's ability to demonstrate familiarity and expertise with the Information Mapping® method and skill with FS Pro.</p>						

Continued on next page

How to Get Certified?, Continued

Process, continued

Stage	Description	Details
3	Get the IMCC® License	The applicant agrees to the IMCC® terms and pays the IMCC® License fee on the web store or via the Information Mapping Partner.

Recertification In order to continuously guarantee the quality of the services an IM Certified Consultant provides, Information Mapping International foresees a recertification every three years. The recertification implies taking a Certification Renewal Exam that checks the required skills of the Certified Consultant.

What you will receive After your certification, you will receive

- your official congratulatory letter
- information on how to renew your certificate, and
- your personal IMCC® Certificate.
