



# CANADIAN INSTITUTE OF MANAGEMENT

Branch \_\_\_\_\_

**APPLICATION FEE IS NON-REFUNDABLE**

## FOR OFFICE USE ONLY

### EVIDENCE NOT RECEIVED WITH APPLICATION

	DATE	RESPONSE
1) ( )		
2) ( )		
3) ( )		
4) ( )		
5) ( )		

## Application for Education Credit

This application, with appropriate fee for each course section credit requested, must be submitted to the local Branch Education Chair. If credit is approved the student will be exempt from classes and examinations.

SURNAME		GIVEN NAME		INITIAL	DATE OF APPLICATION	
NUMBER & STREET		CITY		RES. PHONE	PROVINCE	POSTAL CODE
FIRM			OCCUPATION (TITLE)			
BUS. PHONE		FAX		EMAIL		

CHECK COURSES COMPLETED THROUGH CIM	YEAR I	A <input type="checkbox"/>	B <input type="checkbox"/>	YEAR II	A <input type="checkbox"/>	B <input type="checkbox"/>	YEAR III	A <input type="checkbox"/>	B <input type="checkbox"/>	YEAR IV	A <input type="checkbox"/>	B <input type="checkbox"/>	CIRCLE IF CREDIT GRANTED PREVIOUSLY
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### USE SEPARATE APPLICATION FORM FOR EACH EDUCATION CREDIT REQUESTED

Credits will be given to applicants who have successfully completed courses having equivalent content, **provided the courses were completed during the past 7 years** and provided the following supporting evidence accompanies the applications:

- 1) Name of the educational institute, title of course, and date graduated.
- 2) Title and author of text book used and number of classroom hours.
- 3) Detailed course outline indicating the various areas covered are similar to those listed on the CIM course outlines.
- 4) **Official transcript** from the education institute showing grade obtained.

Note: It is the responsibility of the applicant to prove that the course taken is equivalent to the CIM course. Please provide sufficient evidence as outlined above, otherwise the credit will be denied.

TITLE OF CIM COURSE FOR WHICH CREDIT IS REQUESTED: \_\_\_\_\_

TITLE OF COURSE TAKEN: \_\_\_\_\_

INSTITUTION WHERE COURSE TAKEN: \_\_\_\_\_

TITLE & AUTHOR OF TEXT BOOK USED: \_\_\_\_\_

NUMBER OF CLASSROOM HOURS: \_\_\_\_\_ WRITTEN EXAM: YES  NO

GRADE OBTAINED: \_\_\_\_\_ YEAR GRADUATED: \_\_\_\_\_

- 5) All applicants not meeting the criteria for an education credit, or whose application(s) has been denied, may take a challenge exam. A minimum 60% final mark will be required for the challenge exam to succeed.

### FOR BRANCH USE ONLY

IF APPLICATION APPROVED AT BRANCH LEVEL, SEND FIRST TWO COPIES TO NATIONAL OFFICE FOR THEIR APPROVAL. PINK COPY RETAINED BY BRANCH FOR FOLLOW-UP

In my opinion this application should be  
Granted  Denied

Date \_\_\_\_\_ Signed \_\_\_\_\_

Branch Education Chair

### FOR NATIONAL USE ONLY

No: \_\_\_\_\_

GRANTED

DENIED

Date \_\_\_\_\_

Signed \_\_\_\_\_

National