



Canadian Institute  
of Management  
Maritime  
Branch

Institut Canadien  
de Gestion  
Section des  
provinces maritimes



**Gerald Schwartz School of Business**



- ❖ Professional
- ❖ Manager
- ❖ Recognition
- ❖ Advancement

**Bachelor of Business Administration Program**

# Making CIM work for you

Connecting your career to the Management Resources you need



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## St. Francis Xavier Bachelor of Business Administration Students

Congratulations on choosing StFX University for your educational journey to a new and exciting career. The Canadian Institute of Management would like to introduce a special opportunity made specifically for StFX students that allows you to work simultaneously towards your Bachelor of Business Administration Program degree and your Canadian Institute of Management Certificate in Management and Administration (CIMA).

## The Canadian Institute of Management Maritime Branch

The Canadian Institute of Management (CIM) is Canada's nationally recognized professional management organization with over 3,000 members. CIM was formed to help the development of existing managers and to develop aspiring new managers. More information on CIM can be found on the national website: <http://www.CIM.ca> or the CIM Maritime website: [www.MaritimeCIM.com](http://www.MaritimeCIM.com)

### How the StFX-CIM Partnership can benefit you

- ❖ **Earn Two Credentials at Once;** while working toward your **St. FX Bachelor of Business Administration Degree** you can complete the required courses for the **Certificate in Management and Administration Studies (CIMA)**. Having both credentials will give you a competitive advantage in the career marketplace. Upon completion of your degree and two years of Canadian management and administration experience you may then apply for the Certified in Management (C.I.M.) designation.

### Membership in CIM for the reduced Campus Member rate of \$110.00 + HST = \$126.50

#### Portfolio Ready Documentation

- ❖ The CIM Certificates look great in a portfolio and are an excellent exhibit for graduates.

#### Easy membership

- ❖ Becoming a member is painless because the application process is streamlined.
- ❖ As a StFX student, you become a member and then work towards the designation by completing the required program.

#### Elimination of Course Transfer Credit Assessment Fees

- ❖ If you become CIM member under the STFX-CIM partnership, your official StFX transcript allows you to get direct CIM credit for your completed StFX courses.

#### Networking, Volunteering and Professional Development Opportunities

- ❖ Students often get opportunities to network with business professionals at social events or at branch meetings.
- ❖ Post-Secondary Graduates have become members of the Board of Directors for the Maritime Branch and have had an opportunity to contribute to their own professional association – continuing their educational path.
- ❖ Some students have participated in Work Experience opportunities with members of the Maritime Branch.
- ❖ Professional development events are held based on membership needs and provide an opportunity to enhance valuable skills.

#### Subscription to *Canadian Manager Magazine*

- ❖ The Canadian Manager is a magazine exclusively for CIM members. Not only do you get an opportunity to read the many articles about the management profession, you also have an opportunity to contribute articles to the magazine.

#### Membership Benefits

- ❖ CIM partners with many National companies to bring exclusive discounts and promotional offers to our members.
- ❖ Access to ManagementDirect, an extensive online knowledge resource packed with management best practice content.



## StFX's Gerald Schwartz School of Business Receives National CIM Accreditation

StFX's Gerald Schwartz School of Business has once again received external endorsement for the quality of its education. After a comprehensive review, the Canadian Institute of Management (CIM) has given the business program its national accreditation designation.

StFX is the first school in Nova Scotia, and only the second school in Atlantic Canada to hold this distinction.

"This accreditation speaks to the position of the Gerald Schwartz School of Business as a leader in the field of business and management education," says Dr. Matthew Jelavic, CIM's National President.

StFX Dean of Business Tim Hynes, PhD says it is great to receive the third-party, external validation of the program and to hear that it meets the standards of the professional organization; "It puts us a step above."

As well, he says from the perspective of StFX students, it provides easier access to post-graduation certification. "It puts them on a fast track to a professional designation."

Students graduating from StFX's Bachelor of Business Administration program, who have taken the required courses, will have met the academic requirements for the Certified in Management (C.I.M.) and Professional Manager (P.Mgr.) designations. In order to obtain these designations, graduates will need to demonstrate the appropriate level of managerial experience in the workplace or academia and submit the appropriate application and reference letters.

The accreditation started Sept. 1, 2011 and is valid for five years until Aug. 31, 2016, when a reassessment process will take place.



## Certificate in Management and Administration

- Students will be awarded a **Certificate in Management and Administration** upon successful completion of the Bachelor of Business Administration program. This is a great showpiece for both your portfolio and job search.
- The prestigious **Certified in Management (C.I.M.)** Designation requires two years of documented supervisory/management experience in addition to completion of the Bachelor of Business Administration program.
- For students without managerial work experience, the two-year management experience requirement is usually completed after graduation. If you have had documented managerial work experience for two years, you may be able to apply for completion of this requirement. This experience must be documented by letters of reference, job descriptions and other work documents that unequivocally prove its authenticity.

## How to Become a Maritime Branch Member:

A Campus Member is a student enrolled in an StFX Bachelor of Business Administration Program. Becoming a **Campus Member** of the Canadian Institute of Management is easy. To become a member follow these steps:

- ✓ Complete the attached "**CIM Membership for StFX Full Time Campus Member Application Form.**"
- ✓ Attach a check or money order for \$110.00 + HST = \$126.50 or provide credit card information for the membership fee. Make the payment out to "**The Canadian Institute of Management**".
- ✓ Attach a StFX proof of enrollment.
- ✓ If you have completed courses within the last ten years that may be equivalent to any of the current required courses for the certificate in management program please provide an official transcript.

Mail these to:

**Maritime Branch  
Canadian Institute of Management  
PO Box 463  
Port Williams, NS, B0P 1T0**

## How to get your Certificate

### Certificate in Management and Administration (CIMA)

When you have completed the required Bachelor of Business Administration Program send your transcript and CIMA request to:

**Maritime Branch**  
**Canadian Institute of Management**  
**PO Box 463 Port Williams, NS, B0P 1T0**

## How to Maintain Membership with CIM

When you graduate from University, you will be classified as a *Regular Member*. Maintaining your membership by paying annual dues as a Regular Member will ensure the continuity of your membership and your designation. Often, employers will assist or pay for this because of the professional benefits it can bring to their organization.

At the Maritime Branch, we are looking forward to sharing the journey of professional development with you and being CIM members together.

### Contact Information:

**Matthew R. Balsor**

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902.300.0375 [balsor@MaritimeCIM.com](mailto:balsor@MaritimeCIM.com)



### Canadian Institute of Management / St. Francis Xavier University Campus Member Application Form

A Campus Member is a Full Time Student who is currently enrolled in a Business Program at a CIM recognized post-secondary institution. Campus Membership Fees: \$110.00 + HST = \$126.50 per year

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_\_ Concentration (if applicable): \_\_\_\_\_

Business Courses taken at other post-secondary institutions (Please attach transcripts.):

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## PAYMENT INFORMATION

Total Fee Paid: \$			
Payment Method:	Cheque <input type="checkbox"/>	Money Order <input type="checkbox"/>	Credit Card <input type="checkbox"/>
Credit Card Number:	Expiry Date:		
Card Type:	MasterCard <input type="checkbox"/>	VISA <input type="checkbox"/>	American Express <input type="checkbox"/>
Signature:	Date:		

**Please make check or money order payable to the Canadian Institute of Management**

I UNDERSTAND UPON GRADUATION MY DESIGNATION IS VALID AS LONG AS MY MEMBERSHIP  
REMAINS CURRENT WITH THE CANADIAN INSTITUTE OF MANAGEMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send application with transcripts and membership fee to:  
Maritime Branch, Canadian Institute of Management, PO Box 463, Port Williams, NS, B0P 1T0 or if paying by credit card email application to [info@MaritimeCIM.com](mailto:info@MaritimeCIM.com) or complete on-line membership form at [www.MaritimeCIM.com](http://www.MaritimeCIM.com)