



# The United Quality Management Institute

*Promoting PEOPLE – PROCESS – PERFORMANCE Skills*

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## **CHAPTER**

### **MEANING**

UQMI Chapters are formal groups of individuals that are seeking to prepare and test for UQMI Certification. Chapters must be under the direction of an approved UQMI Representative or Instructor. These are typically consultants, colleges, universities, training organizations or company based training departments. They may study face to face or remotely and prepare for different certification tracks. In all cases they must comply with the Individual Enrollment Process.

### **ENROLLMENT PROCESS**

The Chapter enrollment process is performed online through the completion and submission of the UQMI Chapter Request Form. This form is available upon request through the UQMI website or by email request to [enroll@uqmi.org](mailto:enroll@uqmi.org). The Chapter Representative will be asked to provide the following information:

1. Chapter Name
2. Chapter Representative Name
3. Chapter Representative Contact Email
4. Names of Chapter Members w/UQMI Member Numbers upon first day of Enrollment

### **APPROVAL PROCESS**

The UQMI will evaluate the Chapter Request and notify the Representative upon acceptance. This approval process does not need to be renewed. However, it is expected that the Chapter Representative will notify the UQMI of any new members or change Chapter Contact Information.

Note: The UQMI reserves the right to deny or rescind Membership in the event of any violation of the Organization Bylaws

### **BENEFITS**

This includes the ability to reference on Business Cards, Websites, Social Media and Resumes that the individual was a UQMI Chapter Member. Additionally, the Chapter Representative is eligible to proctor the UQMI written exam, review all projects and issue certificates stating that the candidate has successfully completed a UQMI Approved Course and Certification, so long as the Certification requirements have been met, reviewed and approved by at least two UQMI Board Members. Chapter Representatives may also establish, charge and retain all fees relating to training.

### **CHAPTER FORMATION COSTS**

The cost of the UQMI Chapter formation is Free

UQMI Chapter Representatives will be responsible for collecting Certification fees and remitting these to the UQMI.



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## ***UQMI CHAPTER REPRESENTATIVE AGREEMENT***

In return for the UQMI's acknowledgement and agreement to the representation, the UQMI Representative agrees

1. To enroll all students as Members of the UQMI
2. To ensure that the UQMI will be the Certification Provider
3. To collect all certification funds and remit the appropriate amount to the UQMI
4. Understands that the UQMI Representative is not an employee of the UQMI, but working independently under their own business ID & structure