



Convention  
Industry  
Council

CERTIFIED MEETING  
PROFESSIONAL  
2010 RECERTIFICATION GUIDELINES



# RECERTIFICATION APPLICATION INSTRUCTIONS

Please follow the instructions below when completing the recertification application.

## RECERTIFICATION GUIDELINES

Every five (5) years CMPs are offered the opportunity to recertify by documenting ongoing involvement in the meetings industry through employment, continuing education and professional contributions. CMPs are sent a reminder during the year in which their current CMP certificate is set to expire. With that notice, CMPs receive information regarding the recertification process and instructions to access the recertification application form and guidelines. The form is due to CIC on or before October 15 of the year in which the CMP certification expires.

## CMP RECERTIFICATION APPLICATION REQUIREMENTS

**Meeting, event, exhibition, and hospitality/tourism management hereinafter called "industry".**

Eligibility is based on an application with two areas of focus:

1. Applicants must be employed in the industry, full-time or part-time, for a minimum of 36 of the last 60 months OR an industry instructor at an educational institution or in a university program

and

2. Completion of a bachelor's degree or higher or its international equivalent in any curriculum OR twenty-five (25) hours of continuing education OR fifteen (15) hours of continuing education and participation in three (3) industry defined activities which contribute to the industry or provide professional development.

## SECTION I — PROFESSIONAL EXPERIENCE IN THE MEETING, EVENT, EXHIBITION AND HOSPITALITY/TOURISM INDUSTRY

### Option 1: PROFESSIONAL EXPERIENCE

- A CMP must have been employed in the industry, full-time or part-time, for a minimum of 36 of the last 60 months.

### Option 2: PROFESSIONAL EXPERIENCE IN ACADEMIA

- A CMP may be employed as a full-time or part-time instructor of meeting, event, exhibition or hospitality/tourism management at an educational institution or in a university program, for a minimum of 36 of the last 60 months.

### NOTES:

- Meeting and event experience is defined as being employed within the industry with responsibilities and decision-making authority, which would impact the results of the meeting.
- Experience must be completed at the time the application is submitted.
- Job descriptions must be supplied for this section and a professional resume/curriculum vitae must be enclosed with the application. For your reference a sample resume can be found at <http://www.conventionindustry.org/cmp/Documents/Resume.pdf>.
- Documentation in the form of an official course outline or syllabus must be attached to receive credit for teaching at an educational institution or university program.
- If an applicant has more than three (3) positions, please download the supplemental page(s).

Example:

Job Title: <i>Director of Meetings and Exhibitions</i>
Name of Organization/Company: <i>XYZ Association</i>
Type of Organization/Company: <i>Professional Development Association for Teachers</i>
Start / End Date: From: <u>01/2005</u> To: <u>06/2010</u> Total months: <u>53</u> (MM/YYYY) (MM/YYYY)
Months are counted as 1 <sup>st</sup> of the month to 1 <sup>st</sup> of the next month.
Job Description / Duties: <i>Oversee Meetings Department staff of 5. Manage the abstract proposal collection and review for XYZ Annual Meeting. Responsible for site selection for all XYZ Meetings (RFPs, site visits, contract negotiation, etc.) Oversee logistical planning for all XYZ meetings including F&amp;B arrangements, Audio Visual, Signage, housing block management, VIP room block, VIP amenities &amp; ground transportation Pre/Post Event Evaluations. Oversee Exhibits and Sponsorship management including general services contractor selection, exhibit sales,</i>

*sponsorship solicitation and agreement fulfillment, manage exhibit subcontractor relationships including photography, floral, lead retrieval, and shipping. Management of all printed Materials (Brochures, Programs, On-site Addendums, etc.)*

## **SECTION II — FORMAL EDUCATION, CONTINUING EDUCATION AND INDUSTRY SUPPORT ACTIVITIES**

### **Option 1: FORMAL EDUCATION**

- A CMP must have earned a bachelor's degree or higher or its international equivalent in any curriculum within the past five (5) years.

### **Option 2: CONTINUING EDUCATION**

- A CMP must have fulfilled twenty-five (25) clock hours of industry-related continuing education within the past five (5) years.

### **Option 3: CONTINUING EDUCATION AND INDUSTRY SUPPORT ACTIVITIES**

- A CMP must have fulfilled fifteen (15) clock hours of industry-related continuing education within the past five (5) years.

AND

- Participated in at least three (3) of the following activities:
  - Membership in a meeting/hospitality industry organization;
  - Member of an industry organization Board of Directors
  - Member of an industry organization Committee
  - Author of an article
  - Speaker at an event on an industry related subject (including study groups)
  - CMP Study Group Leader
  - Proctor a CMP Exam
  - Staff a CMP Booth

### **NOTES FOR SECTION II:**

#### **Formal Education**

A bachelor's degree or higher (or international equivalent) earned does not need to be directly related to the industry to qualify. The completion of a certificate program does not count as formal education.

Documentation is required. Acceptable forms of documentation include:

- A transcript from the institution, or a copy of the diploma or certificate of completion. (If the degree or diploma is presented in a language other than English, a translation must be provided.)

#### **Continuing Education**

Industry-related continuing education must have occurred within the past five (5) years.

- The CMP Blueprint is the foundation of the CMP examination and is categorized into key topic areas. In order to receive credit for continuing education, courses must relate to one of the key topic areas listed on the CMP Blueprint [http://www.conventionindustry.org/cmp/CMP\\_Only/documents/CMPBlueprint.pdf](http://www.conventionindustry.org/cmp/CMP_Only/documents/CMPBlueprint.pdf).
- Specific dates and topics of each educational session attended must be supplied. Submitting a range of dates will not be accepted.
- Participating in the annual CMP Conclave may count as continuing education credit.
- Networking receptions and meal functions without an educational component do not qualify for hours.
- Internal training may qualify if it relates to the CMP Blueprint and a description and learner outcomes are provided from the organization.
- If an applicant has more than twelve (12) continuing education courses to submit, please download the supplemental page(s).

Documentation must be included for each continuing education component. Acceptable forms of documentation include:

- Proof of attendance
- Course information (such as a course description, on-site program, course handouts, etc.)
- Clock hours are the direct amount of time spent in the classroom/session (1 hour in session = 1 clock hour)

- Copy of badge from the event
- Print out from organizations education tracking page

## **INDUSTRY SUPPORT ACTIVITIES**

### **Membership in an Industry Organization**

Membership in an industry organization is encouraged. Such membership exposes CMPs to industry trends as well as opportunities for professional advancement. Memberships must be individual, not corporate. Past memberships are acceptable if the membership was active at one time during the last five (5) years. Membership in local or regional organizations/chapters as well as involvement at the national or international level qualify. However, state or regional memberships must have a separate membership from the national/international organization.

If the organization is not one of the Convention Industry Council's member organizations, the organizations mission statement and website must be included.

Documentation is required. Acceptable forms of documentation include:

- A copy of a membership card;
- A copy of a receipt for paid dues;
- A letter from the organization validating membership;
- A copy of your name in the membership directory;
- A copy of your member profile from the organization website.

### **CIC Member Organizations**

Association of Collegiate Conference and Events Directors-International (ACCED-I)

AMC Institute (AMC-I)

Alliance of Meeting Management Companies (AMMC)

American Hotel & Lodging Association (AH&LA)

American Society of Association Executives and the Center (ASAE)

Association for Convention Operations Management (ACOM)

Association of Destination Management Executives (ADME)

Council of Engineering and Scientific Society Executives (CESSE)

Center for Exhibition Industry Research (CEIR)

Destination Marketing Association International (DMAI)

Exhibition Services & Contractors Association (ESCA)

Financial and Insurance Conference Planners (FICP)

Green Meetings Industry Council (GMIC)

Healthcare Convention and Exhibitors Association (HCEA)

Hospitality Sales and Marketing Association International (HSMIAI)

International Association of Assembly Managers (IAAM)

International Association of Conference Centers (IACC)

International Association of Exhibition and Events (IAEE)

International Association of Professional Congress Organizers (IAPCO)

International Association of Speakers Bureaus (IASB)

International Congress and Convention Association (ICCA)

International Special Events Society (ISES)

Meeting Professionals International (MPI)

National Association of Catering Executives (NACE)

National Coalition of Black Meeting Planners (NCBMP)

National Speakers Association (NSA)

Professional Convention Management Association (PCMA)

Religious Conference Management Association (RCMA)

Society of Government Meeting Professionals (SGMP)

Society of Incentive & Travel Executives (SITE)

U.S. Travel Association (USTA)

## **Leadership Roles in Meeting Industry Organizations**

In order to receive credit in this section, applicants must serve in a leadership capacity at any level (local, regional, national, etc.) of an industry organization during the past five (5) years. A leadership role is as defined as an officer, board member, chairperson or committee or task force member. Future terms will not count toward fulfillment.

Documentation is required. Acceptable forms of documentation include:

- A letter from the board, committee or task force chair;
- A letter from the organization;
- A copy of the board/committee/task force roster from the website.

## **Authoring Published Industry Related Articles**

In order to receive credit, applicants must have authored an article, published in a recognized national or regional publication. An article appearing in more than one publication may only be counted once.

Documentation is required. Acceptable forms of documentation include:

- Copy of the article from publication with the applicants name in the byline
- Print out of the online publication

## **Speaking at Industry Programs and Meetings**

List speaking assignments on industry topics at meetings and educational programs. Credit may not be claimed for in-house staff meetings or speaking assignments that are part of work responsibility.

Documentation is required. Acceptable forms of documentation include:

- A letter from the organization that hosted the speaking engagement;
- A copy of the session description from the program book from the event.

## **CMP Study Group Leader**

In order to be credited for being a Study Group Leader, applicants must have primary responsibility for managing a CMP Study Group during an examination administration period and have been listed on the official CIC Study Group Leader page within the past five (5) years.

Documentation is required. Acceptable documentation includes:

- Official printout or listing on the CMP Study Group Leader page of the CIC website.

## **CMP Examination Proctor**

Documentation is required. Acceptable forms of documentation include:

- Official letter/email from CIC.

## **CMP Booth Staffing**

Applicant must fulfill three (3) hours staffing a CMP Booth to be considered for one activity. The hours may include setup and tear down hours.

Documentation is required. Acceptable forms of documentation include:

- Official letter/email from CIC.

## **POLICIES & PROCEDURES**

1. Recertification applications should be filled in completely and legibly or they will not be processed.
2. Complete recertification applications are due by October 15 with the \$200 USD recertification fee.
3. CMP recertification should be mailed or sent by a reliable document delivery service, such as Fed Ex or UPS.

### **Emailed and Faxed applications will not be accepted.**

4. Applications received October 16 - December 31 of the CMPs recertification year require an additional late fee of \$50 USD, total fee \$250 USD.
5. After December 31 of the recertification year the CMP is conspired lapsed. An application as well as the lapsed fee of \$150 USD, totaling \$350 USD is required for reinstatement.
6. CMPs who fail to recertify lose their CMP status and are removed from the CMP Directory.
7. Expired CMPs must re-apply and pass the written examination in order to regain legal use of the CMP designation.
8. All CMPs who are approved for recertification will receive written notification and a new certificate.
9. Applicants with who do not meet the minimum requirements to recertify may submit a written appeal of the recertification results. Recertification appeals will be referred to the CMP Board for further consideration and decision.

An appeal of recertification review results may address the following:

- The recertification applicant may submit additional information or documentation to update the application.
- The applicant may provide further explanation of any items that were discounted by the reviewers.

## **EMERITUS STATUS**

Retired CMPs may now qualify to receive "EMERITUS STATUS" if they meet the certain requirements listed below:

1. Is at least 59.5 years of age;
2. Is retired; no longer working full time in the meetings industry;
3. Must hold an active CMP status in good standing for 10+ years ;
4. Submits a 300-500 word essay describing how the CMP designation has helped in his or her professional life and why it is important to retain it.

Emeritus Notes:

Essays should be submitted to the attention of the CMP Recertification Committee at CIC Headquarters along with documentation of the age requirement and payment of \$200 USD.

"EMERITUS STATUS" has no expiration date.

Upon approval by the Recertification Committee, Emeritus CMPs will be listed on the CIC Website along with their essay.