

Overview of How to Accrue Points for the CMP Application

The [CMP Candidate Handbook](#) is the official publication that contains the official application for the CMP certification. It also includes the detailed instructions, suggested reference materials, study guide and more thorough information on the CMP process. Visit the Convention Industry Council's website to obtain the CMP Candidate Handbook at www.conventionindustry.org. An overview of how to accrue points to qualify for the CMP examination is outlined below. A maximum of 150 points can be accrued on the application; a minimum of 90 points is required to qualify.

Section Category / Maximum Points per Section	How to accrue points
I. Experience in Meeting Management <i>Section Maximum - 35 points</i>	Accrue points according to the percentage of work experience dedicated to meeting management, i.e. more than 76% of job responsibilities directly related to meeting management accrue 4 points per year, 51-75% of job responsibilities directly related to meeting management accrue 3 points per year, 26-50% accrues 2 points per year and 1-25% accrues 1 point per year.
II. Management Responsibility <i>Section Maximum - 50 points</i>	
Management of People <i>Sub-Section Maximum - 5 points</i>	Points accrued for responsibility for managing full time meeting management or supplier staff
Management of Meetings <i>Sub-Section Maximum - 15 points</i>	Accrue points for your personal responsibility of the 27 meeting management functions
Scope of Meetings <i>Sub-Section Maximum - 30 points</i>	Accrue points for the size of meetings (attendance) and the number of meetings managed per year
III. Education and Continuing Education <i>Section Maximum - 25 points</i>	
Formal Education and Internships <i>Sub-Section Maximum - 10 points</i>	Earn points for the highest level of education attained and completion of formal/supervised internship – Non-meeting management degrees included
Continuing Education <i>Sub-Section Maximum - 15 points</i>	Earn points for participating in continuing education. Attending industry meetings and monthly chapter level meetings may also count for meeting management credit in this section. To calculate points for education in meeting management, divide contact hours by 10; for points from education in sales, administration/computer courses divide contact hours by 20.
IV. Membership <i>Section Maximum - 10 points</i>	Earn points for membership in meeting management organizations; 5 points per organization.
V. Professional Contributions in Meeting Management <i>Section Maximum - 30 points</i>	
Authoring and publishing an article <i>Sub-Section Maximum - 5 points</i>	Earn points for authoring an article in a meeting management publication: 4 points for international publications, 3 points for a national publication and 2 points for a regional publication.
Teaching and speaking <i>Sub-Section Maximum - 10 points</i>	Accrue points for teaching and speaking at meetings or educational programs for meeting management; 10 points for College or University level course, 2 points for speaking on a specific meeting management topic and 1 point for participating as a panelist or discussion leader on a meeting management topic.
Professional designations and awards <i>Sub-Section Maximum - 5 points</i>	Credit is given for professional designations in the meeting management industry (3 points each), for international/national awards (2 points each) and for regional/local awards (1 point each).
Leadership Roles <i>Sub-Section Maximum - 10 points</i>	Points are awarded for leadership roles in the Meeting Industry and APEX: International/National roles range from 4-10 points per assignment, Chapter/Affiliate roles range from 2-5 points per assignment and participation in APEX generates 1-4 points per assignment. Please see the CMP Handbook for more details.