

## THE CMP APPLICATION

### CMP APPLICATION CHECKLIST AND COVER SHEET

Applicant must submit this checklist and fee payment form with the completed CMP application. It is the responsibility of the applicant to ensure that application and documentation arrive at CIC prior to the published deadline. Applications received after the deadline will not be processed until the next application period.

Use only blue or black ink to complete this application or type the information if necessary. If your application is not legible it will not be processed. Do not fax the CMP application. Faxed applications will not be accepted.

If you have not signed your application, and enclosed the required documentation and correct fees, your application will not be processed.

#### CHECK IF YOU HAVE:

- Read the *CMP Candidate Handbook* cover to cover
- Read and agree to be bound by the CIC/CMP policies and procedures as outlined in the *CMP Candidate Handbook*
- Accumulated a total of 90 or more points on the CMP Application
- Filled out the application in its entirety (Application must be legible.)
- Checked all mathematical calculations
- Signed your application

- Made a photocopy of the completed application for your own records
- Enclosed the application fee (plus late fee, if applicable)
- Enclosed a copy of your college, university or international school transcript or diploma with official translation if not presented in English, if applicable.
- Enclosed proof of professional organization membership (copy of membership card, renewal notice and/or invoice, copy of your listing in the membership directory, etc.), if applicable
- Enclosed copies of published articles, if applicable
- Enclosed appropriate letter from faculty advisor for formal internship, if applicable
- Enclosed any additional sheets used to complete application questions
- Enclosed a self-addressed, stamped postcard/envelope to receive confirmation that your application was received, if desired
- Addressed your application package to:  
**Convention Industry Council  
Attn.: CMP Application Department  
700 N. Fairfax Street, Suite 510  
Alexandria, VA 22314  
(571) 527-3116**

PRINT:

Last Name

First Name

## APPLICATION FEE PAYMENT FORM

For a current list of CMP Program fees, access the following link: [www.conventionindustry.org/cmp/candidate\\_tips.htm](http://www.conventionindustry.org/cmp/candidate_tips.htm). The CMP application fee must be submitted with the completed application or paid online prior to application submission. Indicate the total payment amount and method of payment below.

Amount \$ \_\_\_\_\_ USD

- Paid online, (date) \_\_\_\_\_
- Payment by check (made payable to CIC)
- Payment by credit card:  American Express  Visa  Master Card

Applicant Name \_\_\_\_\_ Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

# Application for Certified Meeting Professional (CMP)<sup>®</sup> Certification

## APPLICANT INFORMATION:

Please provide your legal name as it appears on your drivers license, passport or other official identification.

Mr.  Ms.  Dr.  Other (please specify): \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Other Certifications/Designations \_\_\_\_\_

In the space provided below, please provide information for both your work and home address. Check the box next to the address that you would like to be listed as your primary mailing address. If neither box is checked, your primary address will default to your work address.

### WORK ADDRESS

Title \_\_\_\_\_ Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_  
(COUNTRY CODE) (AREA/CITY CODE)

Email \_\_\_\_\_ Fax \_\_\_\_\_

### HOME ADDRESS:

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_  
(COUNTRY CODE) (AREA/CITY CODE)

Email \_\_\_\_\_ Fax \_\_\_\_\_

## SUMMARY OF POINTS

SECTION	MAXIMUM POINTS ALLOWED	POINTS EARNED	FOR CIC USE ONLY
I. Experience in Meeting Management	35	_____	_____
II. Management Responsibility	50	_____	_____
III. Education and Continuing Education	25	_____	_____
IV. Membership	10	_____	_____
V. Professional Contributions in Meeting Management	30	_____	_____
TOTAL (All Sections)*	150	_____	_____

\*A minimum total of 90 points is required to qualify for the CMP examination. Do not submit if less than 90.

### FOR CIC OFFICE USE ONLY

Scored by \_\_\_\_\_

Verified by \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Qualified  Not Qualified

Qualified  Not Qualified

## APPLICANT INFORMATION CONTINUED:

### JOB TYPE:

Please check the most appropriate category that describes your job type. Check only one.

#### PLANNER CATEGORIES

- Association
- Corporate
- 3rd Party/DMC/Professional Conference Organizer
- Education
- Government/Military
- Independent Planner/Consultant
- Insurance/Financial
- Medical
- Religious
- Other: \_\_\_\_\_

#### SUPPLIER CATEGORIES

- Airline
- Audio Visual
- Conference/Convention Center
- Cruise Line/Yacht Charter
- Convention Services Manager
- Convention Bureau or Tourism Office
- Catering/Restaurant
- DMC/Ground Operator/Professional Conference Organizer
- Entertainment
- Travel
- Technology
- Exhibition/Decorating
- Hotel Sales
- Other Hotel Services
- Staging/Production
- Speakers Bureau
- Other: \_\_\_\_\_

# Application for Certified Meeting Professional (CMP)<sup>®</sup> Certification

## SECTION I — EXPERIENCE IN MEETING MANAGEMENT — 35 POINTS MAXIMUM

Application for the CMP designation requires a minimum of at least three (3) years, full-time employment experience in meeting management. Please provide employment information beginning with your current or most recent position. Do not include volunteer, part-time or overlapping positions. Describe your meeting management experience for each position. Attach a separate sheet if more space is needed. If you are employed in the service sector, refer to the following guidelines for supplier job titles and the average percentage of time spent in meeting management. If you believe the percentages do not reflect your particular job, please attach a paragraph explaining why you should receive a higher percentage.

TITLE	PERCENTAGE OF TIME SPENT IN MEETING MANAGEMENT	
Convention Services	80%	Supplier Administrative/Coordinator 25%
Catering Sales and Service	60%	Banquet Manager 25%
Sales	40%	

Percentages for meeting management, sales and administrative/other work must all add up to a total of 100% for each position listed.

1. Current or Most Recent Title \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_

Employment: From \_\_\_\_\_ To \_\_\_\_\_ For this position, the percent of time spent in: **Meeting Management**  %  
(MM/YYYY) (MM/YYYY)  
 Sales \_\_\_\_\_ %  
 Administrative/Other \_\_\_\_\_ %  
**Total 100%**

Total Months: \_\_\_\_\_ = **Total Years\***: \_\_\_\_\_  
\* TO CALCULATE TOTAL YEARS, DIVIDE TOTAL MONTHS BY 12.

2. Title \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_

Employment: From \_\_\_\_\_ To \_\_\_\_\_ For this position, the percent of time spent in: **Meeting Management**  %  
(MM/YYYY) (MM/YYYY)  
 Sales \_\_\_\_\_ %  
 Administrative/Other \_\_\_\_\_ %  
**Total 100%**

Total Months: \_\_\_\_\_ = **Total Years\***: \_\_\_\_\_  
\* TO CALCULATE TOTAL YEARS, DIVIDE TOTAL MONTHS BY 12.

3. Title \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_

Employment: From \_\_\_\_\_ To \_\_\_\_\_ For this position, the percent of time spent in: **Meeting Management**  %  
(MM/YYYY) (MM/YYYY)  
 Sales \_\_\_\_\_ %  
 Administrative/Other \_\_\_\_\_ %  
**Total 100%**

Total Months: \_\_\_\_\_ = **Total Years\***: \_\_\_\_\_  
\* TO CALCULATE TOTAL YEARS, DIVIDE TOTAL MONTHS BY 12.

For the meeting management percentages that you indicated above, list the total years of employment next to each meeting management percentage range listed below. Multiply the number of years by the assigned point value for that percentage range, and then add the four individual totals together to calculate total points for this section. For example: If you held a position as director of sales for 2.25 years at 40% meeting management and a position as convention services manager for .75 years at 80% meeting management, your score for this section would be 7.5 points.

MEETING MANAGEMENT PERCENTAGE RANGES	TOTAL YEARS
1-25%	for _____ years x 1 point per year = _____
26-50%	for _____ years x 2 point per year = _____
51-75%	for _____ years x 3 point per year = _____
76-100%	for _____ years x 4 point per year = _____
<b>TOTAL POINTS:</b>	<b>= _____</b>

**TOTAL POINT COUNT FOR SECTION I (MAXIMUM ALLOWED — 35)**

*Transfer total to Summary of Points, Section I, on page 2.*

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## SECTION II — MANAGEMENT RESPONSIBILITY — 50 POINTS MAXIMUM

### A. MANAGEMENT OF PEOPLE — 5 POINTS MAXIMUM

For the positions listed in Section I, how many *full-time meeting management or supplier staff* have you been responsible for managing (including selection, hiring, training and terminating) within the last ten years?

Number of people reporting to you: In-house Staff \_\_\_\_\_  
 Independent Contractors/Suppliers \_\_\_\_\_  
 International Offices/Staff \_\_\_\_\_  
 Outsourced Staff \_\_\_\_\_  
**Total** \_\_\_\_\_

*1 point is allowed for each person. Maximum of 5 points allowed.*

**TOTAL POINT COUNT FOR SECTION II, PART A (MAXIMUM ALLOWED — 5) TOTAL**   
*Transfer total to Section II Point Summary on page 6.*

### B. MANAGEMENT OF MEETINGS — 15 POINTS MAXIMUM

For what meeting management functions have you been responsible during the past ten years? Enter the appropriate points beside each function for which you have been responsible. Total the sum of earned points, up to a maximum of 15, and enter the total.

Meeting Management Functions	Points Assigned	Earned	
Education	1. Goals and Objectives	2	_____
	2. Program Content	2	_____
	3. Evaluation	1	_____
	4. Continuing Education	1	_____
Financial Management	5. Facility Contract and Insurance	1	_____
	6. Budgeting	2	_____
Facilities and Services	7. Site and Facility Selection	2	_____
	8. Support Services	2	_____
	9. Convention Center Facilities	1	_____
	10. Convention Service Management Responsibilities	1	_____
	11. Facilities Staff	1	_____
	12. Technology Utilization	1	_____
Logistics	13. Reservations and Housing	1	_____
	14. Transportation	1	_____
	15. Specifications Guidebook	1	_____
	16. Registration	1	_____
	17. Shipping	1	_____
	18. Function Room Arrangements	2	_____
	19. Exhibits	1	_____
	20. Environmental/Humanitarian Aspects	1	_____
Program	21. Food and Beverage	1	_____
	22. Audiovisual Needs	2	_____
	23. Speakers	1	_____
	24. Entertainment	1	_____
	25. Marketing, Promotion and Publicity	1	_____
	26. Special Programs	1	_____
	27. Production of Presented Materials	1	_____

**TOTAL POINT COUNT FOR SECTION II, PART B (MAXIMUM ALLOWED — 15) TOTAL**   
*Transfer total to Section II Point Summary on page 6.*

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## C. SCOPE OF MEETINGS — 30 POINTS MAXIMUM

An applicant claiming points for working in a hotel may only include the number of points for the largest meeting that would physically fit into the property. For example, if you are housing a 300-room group for a citywide convention, you cannot claim points for the size of the full citywide convention, only the 300 rooms.

What is the attendance size of the largest meeting you have been responsible for coordinating, managing or producing?

Size (check one only)	Points
<input type="checkbox"/> Less than 50	1
<input type="checkbox"/> 50 - 150	2
<input type="checkbox"/> 151 - 250	3
<input type="checkbox"/> 251 - 500	5
<input type="checkbox"/> 501 - 3,000	10
<input type="checkbox"/> 3,001 - 10,000	15
<input type="checkbox"/> More than 10,000	20

Subtotal for Size of Largest Meeting \_\_\_\_\_

What is the greatest number of meetings you have been responsible for coordinating, managing or producing annually?

Number of Meetings (check one only)	Points
<input type="checkbox"/> 1 - 5	5
<input type="checkbox"/> 6 - 25	10
<input type="checkbox"/> 26 - 50	15
<input type="checkbox"/> 51 - 100	20
<input type="checkbox"/> More than 100	25

Subtotal for Size of Largest Meeting \_\_\_\_\_

**TOTAL POINT COUNT FOR SECTION II, PART C (MAXIMUM ALLOWED — 30) TOTAL**   
*Transfer total to Section II Point Summary below.*

## SECTION II POINT SUMMARY

PART	MAXIMUM ALLOWED	POINTS EARNED
A. Management of People	5	_____
B. Management of Meetings	15	_____
C. Scope of Meetings	30	_____
		Total _____

**TOTAL POINT COUNT FOR SECTION II (MAXIMUM ALLOWED — 50)**   
*Transfer total to Summary of Points, Section II, on page 2.*

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## SECTION III — EDUCATION AND CONTINUING EDUCATION — 25 POINTS MAXIMUM

### A. FORMAL EDUCATION & INTERNSHIPS — 10 POINTS MAXIMUM

#### FORMAL EDUCATION

An applicant may only claim points for the highest level of formal education achieved. For example, if the applicant has indicated four points for a bachelor's degree, he or she may not claim an additional point for a high school diploma. To receive credit, the applicant must enter the name of the school or college in the space below, and must be able to document graduation from the college, university or international school. This proof must be in the form of a school or institution transcript, copy of diploma or certificate of completion. If the documentation is being provided in a language other than English, a notarized translation must also be provided to receive points.

Highest Level of Formal Education (check only one level of education from the list below). If outside the U.S., indicate the level of education that most closely matches the education listed.

- |  |           |
|--|-----------|
| <input type="checkbox"/> Bachelor's Degree and post-baccalaureate degree in meeting/hospitality management<br>or Master's Degree in meeting/hospitality management | 10 points |
| <input type="checkbox"/> Bachelor's Degree and post-baccalaureate degree/Master's Degree   | 8 points  |
| <input type="checkbox"/> Bachelor's Degree in meeting/hospitality management   | 8 points  |
| <input type="checkbox"/> Bachelor's Degree   | 4 points  |
| <input type="checkbox"/> Associate's degree in meeting/hospitality management  | 4 points  |
| <input type="checkbox"/> Associate's degree or some college or university credits with no degree   | 2 points  |
| <input type="checkbox"/> High school / International School  | 1 point   |

School Name \_\_\_\_\_

Address \_\_\_\_\_

Degree \_\_\_\_\_ Date Received \_\_\_\_\_

#### FORMAL INTERNSHIPS

Applicants who have completed a formal, supervised internship in meeting management through a college, university or international school may receive credit for that internship. *To receive credit, the applicant must attach a letter from his or her faculty advisor certifying the internship.* Formal internships of eighteen (18) months or less count for 2 points and can be part of or in addition to the applicant's formal education. For formal internships that exceed eighteen (18) months, please provide additional documentation describing the length and scope of responsibilities for consideration of additional points. Applicants must complete the information below and attach the required documentation to receive points.

- I have completed a formal, supervised internship in meeting management of eighteen months or less. 2 points
- I have completed a formal, supervised internship in meeting management which exceeded eighteen months.  
I would like the CMP Board to evaluate the information provided in consideration of additional points.

Name of College, University or International School \_\_\_\_\_

Title of Internship Program \_\_\_\_\_

Focus of Internship \_\_\_\_\_

Description of Responsibilities \_\_\_\_\_

Internship From \_\_\_\_\_ To \_\_\_\_\_ Total Hours \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

TOTAL POINT COUNT FOR SECTION III, PART A (MAXIMUM ALLOWED — 10) TOTAL

*Transfer total to Section III Point Summary on page 9.*

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## B. CONTINUING EDUCATION — 15 POINTS MAXIMUM

Indicate any continuing education programs which pertain to meeting/hospitality management that you have attended within the past ten years. Attach an additional sheet, if necessary; include the required information for each program. Points will be given for contact hours (actual hours spent in class) for continuing education courses. You must clearly specify whether the courses directly pertain to meeting management or to sales and administration. For example, a time management or computer course qualifies for administration contact hours. Time spent in a CMP study group qualifies for meeting management contact hours. Attendance at monthly chapter meetings of meeting management organizations, such as Meeting Professionals International, Professional Convention Management Association, etc., qualifies for one contact hour per meeting and qualifies as meeting management contact hours.

To determine points for this section, first divide the contact hours for each program by 10 or 20 based on the type of program, then add the resulting totals for all programs listed to determine overall total points. **Do not add contact hours to determine points.**

1. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

2. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

3. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

4. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

5. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

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6. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

7. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

8. Name of program/topic \_\_\_\_\_

Program sponsor \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Contact Hours \_\_\_\_\_

Type of Program  Meeting Management \_\_\_\_\_ Contact Hours Divided by 10 = \_\_\_\_\_

(CHECK ONE)  Sales and Administration \_\_\_\_\_ Contact Hours Divided by 20 = \_\_\_\_\_

**TOTAL POINT COUNT FOR SECTION III, PART B (MAXIMUM ALLOWED — 15) TOTAL**  
*Transfer total to Section III Point Summary below.*

## SECTION III POINT SUMMARY

PART	MAXIMUM ALLOWED	POINTS EARNED
A. Formal Education & Internships	10	_____
B. Continuing Education	15	_____
		Total _____

**TOTAL POINT COUNT FOR SECTION III (MAXIMUM ALLOWED — 25)**  
*Transfer total to Summary of Points, Section III, on page 2.*

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## SECTION IV — MEMBERSHIP — 10 POINTS MAXIMUM

To which meeting management organizations have you belonged in the past five (5) years? The membership must be individual and not corporate. Past membership is applicable for points as long as the membership was current at one time over the last five (5) years.

Below is a listing of CIC member organizations. As CIC is familiar with the goals and missions of these organizations, individual memberships with these organizations are applicable for points towards CMP. If you are claiming points for membership with an association not listed, please write out the full name of the organization (acronyms will not be accepted), and submit the mission statement of the organization and their website address with your application for consideration of points.

Points may be claimed for professional memberships in recognized state, region and chapter organizations that are directly related to the meeting management industry. State, regional or chapter memberships must be separate from the national/international organization. Memberships in associations not directly related to the meetings industry do not qualify for points (e.g., American Cancer Society, Chamber of Commerce, Convention and Visitors Bureaus, International Women in Business, Rotary International, etc.).

Candidates must submit proof of membership (such as a copy of a membership card, membership certificate, candidate's listing in that organizations print or online membership directory, dues renewal notice or paid invoice) with the application. A membership number is not acceptable proof of membership.

Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Alliance of Meeting Management Companies                               | <input type="checkbox"/> International Association for Exhibitions and Events |
| <input type="checkbox"/> American Hotel & Lodging Association                                   | <input type="checkbox"/> International Association of Protocol Consultants    |
| <input type="checkbox"/> American Society of Association Executives and the Center              | <input type="checkbox"/> International Association of Speakers Bureaus        |
| <input type="checkbox"/> Association for Convention Operations Management                       | <input type="checkbox"/> International Congress and Convention Association    |
| <input type="checkbox"/> Association of College Conference and Events Directors - International | <input type="checkbox"/> International Special Events Society                 |
| <input type="checkbox"/> Association of Destination Management Executives                       | <input type="checkbox"/> Meeting Professionals International                  |
| <input type="checkbox"/> Center for Exhibition Industry Research                                | <input type="checkbox"/> National Association of Catering Executives          |
| <input type="checkbox"/> Council of Engineering and Scientific Society Executives               | <input type="checkbox"/> National Business Travel Association                 |
| <input type="checkbox"/> Destination Marketing Association International                        | <input type="checkbox"/> National Coalition of Black Meeting Planners         |
| <input type="checkbox"/> Exhibit Designers and Producers Association                            | <input type="checkbox"/> National Speakers Association                        |
| <input type="checkbox"/> Exhibition Services & Contractors Association                          | <input type="checkbox"/> Professional Convention Management Association       |
| <input type="checkbox"/> Financial and Insurance Conference Planners                            | <input type="checkbox"/> Religious Conference Management Association          |
| <input type="checkbox"/> Healthcare Convention and Exhibitors Association                       | <input type="checkbox"/> Society of Government Meeting Professionals          |
| <input type="checkbox"/> Hospitality Sales and Marketing Association International              | <input type="checkbox"/> Society of Incentive and Travel Executives           |
| <input type="checkbox"/> International Association of Assembly Managers                         | <input type="checkbox"/> Tradeshow Exhibitors Association                     |
| <input type="checkbox"/> International Association of Association Management Companies          | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> International Association of Conference Centers                        | Website: _____  |

For other meeting management-related organizations: do not use acronyms. Documentation, including the organization's mission statement and website address, must be attached.

Total Number of Memberships \_\_\_\_\_ x 5 points per membership = \_\_\_\_\_

**TOTAL POINT COUNT FOR SECTION IV (MAXIMUM ALLOWED — 10)**

Transfer total to Summary of Points, Section IV, on page 2.

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## SECTION V — PROFESSIONAL CONTRIBUTIONS IN MEETING MANAGEMENT — 30 POINTS MAXIMUM

Professional contributions include publishing articles, teaching at continuing education programs or serving in leadership capacities in meeting management organizations. The contributions must be outside of work, substantially related to the profession of meeting management and have occurred within the past ten (10) years.

### A. AUTHORING AND PUBLISHING AN ARTICLE — 5 POINTS MAXIMUM

List each article you have written and had published in a recognized international, national or regional industry publication. The type of publication refers to scope of the publications circulation. To claim points in this area, a copy of each published article must be attached to the CMP application.

Type of Publication	Points
International	4
National	3
Regional	2

1. Title of Article \_\_\_\_\_

Publication \_\_\_\_\_ Date of Publication \_\_\_\_\_

Type of Publication (check one):  International  National  Regional Points \_\_\_\_\_

2. Title of Article \_\_\_\_\_

Publication \_\_\_\_\_ Date of Publication \_\_\_\_\_

Type of Publication (check one):  International  National  Regional Points \_\_\_\_\_

**TOTAL POINT COUNT FOR SECTION V, PART A (MAXIMUM ALLOWED — 5) TOTAL**  
*Transfer total to Section V Point Summary on page 13.*

### B. TEACHING AND SPEAKING AT PROGRAMS AND MEETINGS — 10 POINTS MAXIMUM

List teaching or speaking engagements at meetings or educational programs for meeting management. For each assignment, claim points for either speaker or panelist, not both. Sales managers may not claim points for weekly or regular meetings with their sales staff, sales presentations, in-house meetings or training programs. Instructors of formal meeting management courses (college or university program) receive 10 points per semester course. *The contributions must be outside of work, substantially related to the profession of meeting management and have occurred within the past ten (10) years.* Documentation in the form of a course outline or syllabus must be attached to receive points for teaching at the formal education level.

Role	Points
College or University Level Course	10
Speaker on a Specific Topic	2
Panelist or Discussion Leader	1

1. Title of Course/Presentation \_\_\_\_\_

Program/Meeting \_\_\_\_\_

Program/Meeting Sponsor \_\_\_\_\_

Program/Meeting Date \_\_\_\_\_ Location \_\_\_\_\_

Role (check one):  Speaker  Panelist/Discussion Leader  Formal Education Level Points \_\_\_\_\_

2. Title of Course/Presentation \_\_\_\_\_

Program/Meeting \_\_\_\_\_

Program/Meeting Sponsor \_\_\_\_\_

Program/Meeting Date \_\_\_\_\_ Location \_\_\_\_\_

Role (check one):  Speaker  Panelist/Discussion Leader  Formal Education Level Points \_\_\_\_\_

**TOTAL POINT COUNT FOR SECTION V, PART B (MAXIMUM ALLOWED — 10) TOTAL**  
*Transfer total to Section V Point Summary on page 13.*

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## C. PROFESSIONAL DESIGNATIONS AND AWARDS — 5 POINTS MAXIMUM

List individual awards recognizing your meeting management expertise, or professional meeting management designations such as CAE, CEM, CFE, CITE, CMM, CME, CPCE, CSEP, LES or CHSE.

Group awards such as those given under the Associations Advance America Program or the Pinnacle Awards do not qualify for points.

Points in this section will not be granted for awards not specifically related to the meetings industry. For example, an applicant who is selected by the Chamber of Commerce as "Citizen of the Year" would not be able to claim points under this section because that award is not related to the field of meeting management. Likewise, in-house awards such as "Sales Person of the Year," "Employee of the Month," etc. would not qualify for points on this application because they do not reflect achievements in the field of meeting management. A maximum of 5 points is allowed for this section.

Designations/Awards	Points
Designations	3
International/National Awards	2
Regional/Local Awards	1

1. Designation/Award \_\_\_\_\_

Purpose \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Qualifications \_\_\_\_\_

Date of Designation/Award \_\_\_\_\_

Check One:  Designation  International/National Award  Regional/Local Award Point(s) \_\_\_\_\_

2. Designation/Award \_\_\_\_\_

Purpose \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Qualifications \_\_\_\_\_

Date of Designation/Award \_\_\_\_\_

Check One:  Designation  International/National Award  Regional/Local Award Point(s) \_\_\_\_\_

3. Designation/Award \_\_\_\_\_

Purpose \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Qualifications \_\_\_\_\_

Date of Designation/Award \_\_\_\_\_

Check One:  Designation  International/National Award  Regional/Local Award Point(s) \_\_\_\_\_

**TOTAL POINT COUNT FOR SECTION V, PART C (MAXIMUM ALLOWED — 5) TOTAL**  
*Transfer total to Section V Point Summary on page 13.*

# Application for Certified Meeting Professional (CMP)<sup>®</sup> Certification

## D. LEADERSHIP ROLES IN MEETING MANAGEMENT/SUPPLIER ORGANIZATIONS AND APEX — 10 POINTS MAXIMUM

In order to receive points for leadership roles at the international, national, chapter, club or affiliate level, applicants must be a member of an industry organization and serve in a leadership capacity as an officer, board member, chairperson or committee member of that organization. Points are awarded based on the term of assignment, not yearly. Applicants must provide complete names of organizations; acronyms will not be accepted. The role must be outside of work, substantially related to the profession of meeting management and have occurred within the past ten (10) years. **Leadership positions in companies or associations not related to the meetings industry do not qualify for points even if there was an event management component to your role.**

Applicants may also claim points for their involvement in the Accepted Practices Exchange (APEX) project. APEX is an initiative of the Convention Industry Council. The mission of APEX is "To spearhead an industry-wide initiative that brings together all stakeholders in the development and implementation of industry-wide accepted practices which create and enhance efficiencies throughout the meetings, conventions and exhibitions industry." Applicants may claim points for their involvement in the APEX initiative in this section.

<b>National/International Leadership Role</b>	<b>Points</b>	<b>APEX</b>	<b>Points</b>
Officer of Board of Directors	10 per assignment	APEX Ambassador	2 per assignment
Board Member	8 per assignment	APEX Commissioner	4 per assignment
Chairperson of Committee	6 per assignment	Panel/Committee Chair	4 per assignment
Committee Member	4 per assignment	Panel/Committee Member <i>(including Fundraising Committee)</i>	3 per assignment
CMP International Pilot Project Member	4 per assignment	City Discussion Group Leader	2 per assignment
		City Discussion Group Participant	1 per session
<b>Chapter/Club/Affiliate Leadership Role</b>	<b>Points</b>		
Officer of Board of Directors	5 per assignment		
Board Member	4 per assignment		
Chairperson of Committee	3 per assignment		
Committee Member	2 per assignment		

1. Position/Role/Activity \_\_\_\_\_

Organization \_\_\_\_\_

Name of Panel/Committee \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Point(s) \_\_\_\_\_

2. Position/Role/Activity \_\_\_\_\_

Organization \_\_\_\_\_

Name of Panel/Committee \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Point(s) \_\_\_\_\_

3. Position/Role/Activity \_\_\_\_\_

Organization \_\_\_\_\_

Name of Panel/Committee \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Point(s) \_\_\_\_\_

**TOTAL POINT COUNT FOR SECTION V, PART D (MAXIMUM ALLOWED — 10) TOTAL**

*Transfer total to Section V Point Summary below.*

## SECTION V POINT SUMMARY

PART	MAXIMUM ALLOWED	POINTS EARNED
A. Authoring and Publishing an Article	5	_____
B. Teaching and Speaking at Programs and Meetings	10	_____
C. Professional Designations & Awards	5	_____
D. Leadership Roles in Meeting Management/Supplier Organizations and APEX	10	_____
	Total	_____

**TOTAL POINT COUNT FOR SECTION V (MAXIMUM ALLOWED — 30)**

*Transfer total to Summary of Points, Section V, on page 2.*

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## SECTION VII — REFERENCES

Please provide three references within the meeting management/hospitality industry who can attest to your professional experience and qualifications as set forth in this application. Include the name of your current employer as the first reference, if applicable. List a Certified Meeting Professional (CMP), if possible.

1. Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

3. Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## SECTION VIII — SIGNATURE

Before signing, please review your application for any errors or omissions. Application must be signed in order to be processed by CIC.

I certify that all the information contained in this application is accurate and truthful. I understand that all of the information I have provided herein may be verified and I authorize such verification. If certified, I agree to abide by the rules and regulations set forth by the CMP Board of Directors. I also agree, if certified, to be listed in the online CMP Directory.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION IX — MAILING INSTRUCTIONS

Before mailing, check that all required attachments are enclosed and submitted in English. Mail completed application form, attachments and application submission fee, along with the CMP Application Checklist and Fee Payment Form, to:

**Convention Industry Council**  
**Attn.: CMP Application Department**  
**700 N. Fairfax Street, Suite 510**  
**Alexandria, VA 22314**

**(571) 527-3116**

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