



# CONVENTION INDUSTRY COUNCIL

# RECERTIFICATION

## POLICIES & PROCEDURES

1. Recertification applications should be filled in completely and legibly or they will be returned.
2. Complete recertification applications are due by November 15th with the \$200 (US) recertification fee.
3. CMP recertification should be mailed or sent by a reliable document delivery service, such as Fed Ex or UPS. **Faxed applications will not be accepted.**
4. Applications received November 16th - December 31st of the CMPs expiring year require an additional late fee of \$50 (US), total fee \$250 (US).
5. Applications received January 1st - December 31st of the year following the CMPs expiring year require an additional late fee of \$100 (US), total fee \$300 (US).
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 insufficient points 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.

## REQUIREMENTS & GUIDELINES

Every five years CMPs are offered the opportunity to recertify by documenting ongoing involvement in the meetings industry through continuing employment and education. CMPs are sent a reminder during the fifth year of certification that their current CMP certificate is about to expire. With that notice, CMPs receive information on the recertification process and the Recertification Application Form, which is similar to the initial certification application form. The form is due to CIC on or before November 15th of the year in which the CMP certification expires.

## EMERITUS STATUS

CMPs, reaching retirement age may now qualify to receive an "EMERITUS STATUS" if they meet the certain requirements listed below:

1. 59 years of age or older.
2. CMP Status - must have held an active CMP designation in "good-standing" for a period no less than 10 years.
3. CMPs requesting Emeritus Status must submit a brief essay (300-500 words) responding to the following: "Describe how the CMP Designation has helped you in your professional life and why you believe it is important to retain the CMP Designations."
4. 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 \$100 (USD).
5. "EMERITUS STATUS" has no expiration date.
6. Upon approval by the Recertification Committee, Emeritus CMPs will be listed on the CIC Website along with their essay.
7. Emeritus CMPs will receive a new CMP Certificate with no assigned expiration date.

## FEE PAYMENT FORM

**Complete and submit with recertification application.**

The CMP Recertification Application fee of \$200 (US) must be submitted with the original completed application. An additional \$50 (US) late fee is required for submissions received after the original deadline and before December 31st of the CMPs expiring year. A \$100 (US) late fee is required for submissions received between January 1st and December 31st of the year following the CMPs expiring year. If paying by check, please make payable to CIC.

Indicate method of payment below:

**Payment by check:**

**Payment by credit card: American Express   MasterCard   Visa**

Name on Card (print) \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Name of CMP recertifying (if different than above) \_\_\_\_\_

**SEND PAYMENT WITH RECERTIFICATION APPLICATION FORM TO:**

**Convention Industry Council**  
 Attn: CMP RECERTIFICATION  
 700 N. Fairfax Street | Suite 510 | Alexandria, VA 22314 | USA  
 Telephone: 571.527.3116 | Website: [www.conventionindustry.org](http://www.conventionindustry.org)





# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

**THE CERTIFIED MEETING PROFESSIONAL (CMP)** Board has approved use of this CMP Recertification Application Form to establish that CMP certificants are continuing employment, education and competency as meeting professionals **each five years** following certification. The form is due to the CIC office, with the appropriate fee, no later than November 15th of the fifth year following certification or recertification, whichever is later. Applicants are to keep a copy of their completed forms for reference.

*You must complete this recertification application form in its entirety and sign the last page to be eligible for CMP recertification.*

Name \_\_\_\_\_  
 Date of original certification \_\_\_\_\_ Date of last recertification \_\_\_\_\_  
 Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**Choose one planner or supplier category below:**

**Planner Categories:** *(Select the job type which best describes your current employment as a planner)*

Association Corporate 3rd Party/DMC Education Government Independent/Consultant  
 Insurance/Financial Medical Religious Non-Profit Other \_\_\_\_\_

**Supplier Categories:** *(Select the job type which best describes your current employment as a supplier)*

Airline Audio Visual Conference Center Cruise Line/Yacht Charter Convention Services Manager  
 CVB Catering/Restaurant DMC/Ground Operator Entertainment Travel Exhibit/Decorating  
 Hotel Sales Hotel Service Staging/Production Speakers Bureau Other \_\_\_\_\_

**REQUIRED POINTS**

**60 Points are required for CMP Recertification. All points must have been earned *over the past five years*, since the date of CMP certification or last date of recertification (whichever is later).**

SUMMARY				
Continuing Experience*	Section I	(Maximum allowed 50)		
Continuing Education*	Section II	(Maximum allowed 60)		
Memberships	Section III	(Maximum allowed 10)		
Professional Contribution	Section IV	(Maximum allowed 40)		
	Total	(Minimum required – 60)		

*\*Section 1 and 2 have a minimum requirement for points, see page 3 and the instructions that precede these sections in the application.*

**CIC / CMP OFFICE USE ONLY**

Scored by \_\_\_\_\_ Date \_\_\_\_\_ Qualified / Not Qualified  
 Scored by \_\_\_\_\_ Date \_\_\_\_\_ Qualified / Not Qualified



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## Summary of Points Required for CMP Recertification

A minimum of 60 points is required for CMP recertification

SECTION	MAXIMUM NUMBER OF POINTS
<b>I. WORK EXPERIENCE IN MEETING MANAGEMENT</b>	<b>50</b>
Continuing Experience (12 points minimum)	
<b>II. CONTINUING EDUCATION (5 points minimum)</b>	<b>60</b>
A. Formal Education	10
B. Professional Development	50
<b>III. PROFESSIONAL MEMBERSHIPS</b>	<b>10</b>
<b>IV. PROFESSIONAL CONTRIBUTIONS</b>	<b>40</b>
A. CMP Support	
B. Articles	
C. Teaching	
D. Speaking	
E. Awards/Designations	
F. National and International Level Leadership	
G. Chapter/Affiliate Level Leadership	
H. APEX	

**Total Points for CMP Recertification:**

**160 Possible; 60 Required**

**To be recertified, CMPs are required to complete a minimum of 5 hours of continuing education in meeting management and earn a minimum of 60 points on this application. All points claimed must have been earned over the previous five years, since the date of CMP certification or the date of last recertification (whichever is later).**



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## SECTION I: WORK EXPERIENCE IN MEETING MANAGEMENT

**Continuing Work Experience (12 points minimum, 50 maximum).** Provide appropriate employment information for the last five years only. A minimum of 12 points is required. The positions listed below must be for employment and *not in a volunteer capacity*. Concurrent positions are not permitted. You may claim credit for part-time (less than 30 hours per week) employment in meeting management. You will need to convert partial years into a decimal to determine points (i.e. 8 months: 8/12 = .67 years)

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:

Title	% of Time Spent in Meeting Management
Convention Services	80%
Catering Sales & Services	60%
Sales	40%

1. Current Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management: More than 50 %      Less than 50 %
2. Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management: More than 50 %      Less than 50 %
3. Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management: More than 50 %      Less than 50 %
4. Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management: More than 50 %      Less than 50 %

**FULL-TIME POSITIONS**

Total Number of Years Spent with Meeting Management at 50% or more = \_\_\_\_\_ x 10 = \_\_\_\_\_  
Total Number of Years Spent with Meeting Management at 50% or less = \_\_\_\_\_ x 6 = \_\_\_\_\_

**PART-TIME POSITIONS**

Total Number of Years Spent with Meeting Management at 50% or more = \_\_\_\_\_ x 5 = \_\_\_\_\_  
Total Number of Years Spent with Meeting Management at 50% or less = \_\_\_\_\_ x 3 = \_\_\_\_\_

**Total Point Count for Section I (Maximum allowed – 50, Minimum required - 12)**

**Total:** \_\_\_\_\_

*Transfer total to Summary on page 2.*



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## SECTION II: CONTINUING EDUCATION IN MEETING MANAGEMENT – *A minimum of 5 points is required for this section*

### A. Formal Education (10 Points Maximum)

Credit is given only for the highest degree earned during the **PREVIOUS FIVE YEARS ONLY**; and points are not cumulative. Points are only counted for the highest level of education attained.

**Documentation of degree must be included with your application to receive points in this section.**

- |                                                                                      |           |
|--------------------------------------------------------------------------------------|-----------|
| 1. College degree & post-baccalaureate degree, in meeting/hospitality management     | 10 points |
| 2. College degree & post-baccalaureate degree, not in meeting/hospitality management | 8 points  |
| 3. College degree in meeting/hospitality management                                  | 8 points  |
| 4. College degree, not in meeting/hospitality management                             | 4 points  |
| 5. Associate degree in meeting/hospitality management                                | 4 points  |
| 6. Associate degree, not in meeting/hospitality management                           | 2 points  |

School/College Name \_\_\_\_\_  
Degree \_\_\_\_\_

City \_\_\_\_\_  
Date Received \_\_\_\_\_

**Total points for Section II-A (Maximum allowed – 10 points)**

**Total:** \_\_\_\_\_

*Transfer total to Section Two Total below.*

### B. Professional Development (50 Points Maximum) - *A Minimum of 5 is required*

A meeting professional may acquire points for continuing education by attending the annual meetings of meeting industry organizations, chapters/affiliate meetings (including monthly), other courses or online continuing education programs offered in meeting/hospitality management subjects. *The courses/meetings must relate directly to one of the key topic areas listed on the CMP Blueprint4.* One point is received for each contact hour. Attach a separate sheet of paper to add additional items if necessary.

Indicate continuing education programs in Meeting/Hospitality Management completed **in the last five years**. Contact hours are the actual number of hours spent in educational activity. Attending the CMP Conclave satisfies the minimum continuing education requirement to recertify. If you attended a CMP Conclave over the last 5 years, please check the box below. Please list your Conclave participation in Section IV-A of this application.

I have attended one or more CMP Conclaves over the last 5 years. Points are listed in Section IV-A.

- Name of Meeting/Course \_\_\_\_\_ Date(s) \_\_\_\_\_  
Sponsor \_\_\_\_\_ Location \_\_\_\_\_  
Number of Contact Hours/Points \_\_\_\_\_
- Name of Meeting/Course \_\_\_\_\_ Date(s) \_\_\_\_\_  
Sponsor \_\_\_\_\_ Location \_\_\_\_\_  
Number of Contact Hours/Points \_\_\_\_\_
- Name of Meeting/Course \_\_\_\_\_ Date(s) \_\_\_\_\_  
Sponsor \_\_\_\_\_ Location \_\_\_\_\_  
Number of Contact Hours/Points \_\_\_\_\_

**Total Points for Section II-B (Maximum Allowed – 50)**

**Total:** \_\_\_\_\_

*Transfer total to Section Two Total below.*

**Section 2-A (Maximum Allowed – 10)** \_\_\_\_\_

**Section 2-B (Maximum Allowed – 50)** \_\_\_\_\_

**Total Point Count for Section II (Maximum allowed – 60, Minimum required – 5)**

**Total:** \_\_\_\_\_

*Transfer total to Summary on page 2.*



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## SECTION III: PROFESSIONAL MEMBERSHIP

**Professional Membership (10 points maximum).** Membership in at least one of the following meeting industry organizations is encouraged. Such membership exposes the member to industry trends as well as opportunities for professional advancement. The memberships must be individual, not corporate. Candidates for recertification may claim five points for each professional membership. Past memberships are acceptable if active at one time during the last 5 years. Membership in local or regional organizations/chapters as well as involvement at the national or international level earns points, however, state or regional memberships must be a separate memberships from the national/international organization. **Documentation of individual membership must be included with your application to receive points in this section.**

### Convention Industry Council Organizations

- |                                                                                         |                                                                                 |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| _____ Association of Collegiate Conference and Events Directors-International (ACCED-I) | _____ International Association for Exhibitions and Events (IAEE) Formerly IAEM |
| _____ AMC Institute (Formerly IAAMC)                                                    | _____ International Association of Protocol Consultants (IAPC)                  |
| _____ Alliance of Meeting Management Companies (AMMC)                                   | _____ International Association of Speakers Bureaus (IASB)                      |
| _____ American Hotel & Lodging Association (AH&LA)                                      | _____ International Congress and Convention Association (ICCA)                  |
| _____ American Society of Association Executives and the Center (ASAE)                  | _____ International Special Events Society (ISES)                               |
| _____ Association for Convention Operations Management (ACOM)                           | _____ Meeting Professionals International (MPI)                                 |
| _____ Association of Destination Management Executives (ADME)                           | _____ National Association of Catering Executives (NACE)                        |
| _____ Council of Engineering and Scientific Society Executives (CESSE)                  | _____ National Business Travel Association (NBTA)                               |
| _____ Center for Exhibition Industry Research (CEIR)                                    | _____ National Coalition of Black Meeting Planners (NCBMP)                      |
| _____ Destination Marketing Association International \ (DMAI) Formerly IACVB           | _____ National Speakers Association (NSA)                                       |
| _____ Exhibit Designers and Producers Association (EDPA)                                | _____ Professional Convention Management Association (PCMA)                     |
| _____ Exhibition Services & Contractors Association (ESCA)                              | _____ Religious Conference Management Association (RCMA)                        |
| _____ Financial and Insurance Conference Planners (FICP) Formerly ICPA                  | _____ Society of Government Meeting Professionals (SGMP)                        |
| _____ Healthcare Convention and Exhibitors Association (HCEA)                           | _____ Society of Incentive & Travel Executives (SITE)                           |
| _____ Hospitality Sales and Marketing Association International (HSMIAI)                | _____ Trade Show Exhibitors Association (TSEA)                                  |
| _____ International Association of Assembly Managers (IAAM)                             | _____ Other: _____                                                              |
| _____ International Association of Conference Centers (IACC)                            |                                                                                 |

*For other meeting management-related organizations: do not use acronyms. Documentation including mission statement must be attached.*

**Total Point Count for Section III (Maximum allowed – 10)**

**Total:** \_\_\_\_\_  
*Transfer total to Summary on page 2.*



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## SECTION IV: PROFESSIONAL CONTRIBUTIONS IN MEETING MANAGEMENT

**Professional Contributions in Meeting Management (40 points maximum).** Any contribution listed under this section must be related to the profession of meeting management and must have occurred **in the last five years**. This can be accomplished through CMP support activities, authoring published articles, teaching meeting management education programs, speaking on a meeting management topic or serving in a leadership capacity in meeting management organizations.

### A. CMP Supportive Activities

**CMP Board Member:** 10 points per assignment

Term: \_\_\_\_\_ Dates: \_\_\_\_\_  
Term: \_\_\_\_\_ Dates: \_\_\_\_\_

**CMP Study Group Leader:** 5 points per assignment - in order to receive points individual must have had primary responsibility for managing a CMP Study Group during an examination administration period.

Study Group: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_  
Study Group: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_  
Study Group: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

**CMP Study Group Speaker:** 1 point per assignment/topic

Study Group/Topic: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_  
Study Group/Topic: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_  
Study Group/Topic: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

**CMP Examination Proctor:** 4 points per assignment

Exam Date: \_\_\_\_\_ Location: \_\_\_\_\_ Points: \_\_\_\_\_  
Exam Date: \_\_\_\_\_ Location: \_\_\_\_\_ Points: \_\_\_\_\_

**CMP Booth - Staffing:** 1 point per hour

Industry Show: \_\_\_\_\_ Date: \_\_\_\_\_ Number of hours: \_\_\_\_\_  
Industry Show: \_\_\_\_\_ Date: \_\_\_\_\_ Number of hours: \_\_\_\_\_  
Industry Show: \_\_\_\_\_ Date: \_\_\_\_\_ Number of hours: \_\_\_\_\_

**CMP Conclave Attendance:** Attending a CMP Conclave satisfies the continuing education requirement.

Please check the appropriate box next to each conclave you have attended and check the appropriate box under Section II, B of this application.

- 2004 – Colorado Springs, CO – 12 points
- 2005 – Toronto, ON Canada – 12 points
- 2006 – Puerto Rico – 12 points

- 2007 – Walt Disney World – 12 points
- 2008 – Vancouver, BC Canada – 12 points
- 2009 – San Antonio, TX – 12 points

**Total Point Count for Section IV-A**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 11.*



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## B. Authoring Published Meeting Management Articles

In order to receive points, attach a reprint of articles on meeting management subjects authored and published in recognized national or regional publications. An article appearing in more than one publication may only be counted once.

*Recognized national/international publication: 5 points per article*

*Recognized regional publication: 3 points per article*

1. Title of Article \_\_\_\_\_  
Publication \_\_\_\_\_  
Date of Publication \_\_\_\_\_  
National Publication \_\_\_\_\_ Points Regional Publication \_\_\_\_\_ Points
2. Title of Article \_\_\_\_\_  
Publication \_\_\_\_\_  
Date of Publication \_\_\_\_\_  
National Publication \_\_\_\_\_ Points Regional Publication \_\_\_\_\_ Points

**Total Point Count for Section IV-B**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 11.*

## C. Teaching Meeting Management Courses (College or University level)

Points under this section are for instructors of meeting management courses at the formal education level (college or university). Instructors must have developed and taught a meeting management curriculum in the past five years.

Documentation in the form of copy of course description in registration catalog or course outline/syllabus must be attached.

10 points per semester/course.

1. Educational Institution/Organization \_\_\_\_\_  
Title of Program/Course \_\_\_\_\_  
Course Date(s): \_\_\_\_\_ Location: \_\_\_\_\_  
Points: \_\_\_\_\_
2. Educational Institution/Organization \_\_\_\_\_  
Title of Program/Course \_\_\_\_\_  
Course Date(s): \_\_\_\_\_ Location: \_\_\_\_\_  
Points: \_\_\_\_\_

**Total Point Count for Section IV-C**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 11.*



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## D. Speaking at Programs and Meetings on Meeting Management

List speaking assignments on meeting management topics at meetings and educational programs. For each assignment, claim points as a speaker or panelist — not both. Points may not be claimed for in-house staff meetings or speaking assignments that are part of work responsibility.

Speaking Responsibility	Points
Speaker on a Specific Topic	2 per assignment
Panelist or Discussion Leader	1 per assignment

1. Program/Meeting \_\_\_\_\_  
 Title of Course/Presentation \_\_\_\_\_  
 Program/Meeting Sponsor \_\_\_\_\_  
 Program/Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Assignment: Speaker Panelist/Discussion Leader Points \_\_\_\_\_
2. Program/Meeting \_\_\_\_\_  
 Title of Course/Presentation \_\_\_\_\_  
 Program/Meeting Sponsor \_\_\_\_\_  
 Program/Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Assignment: Speaker Panelist/Discussion Leader Points \_\_\_\_\_
3. Program/Meeting \_\_\_\_\_  
 Title of Course/Presentation \_\_\_\_\_  
 Program/Meeting Sponsor \_\_\_\_\_  
 Program/Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Assignment: Speaker Panelist/Discussion Leader Points \_\_\_\_\_

**Total Point Count for Section IV-D**

**Total** \_\_\_\_\_  
*Transfer total to Section IV Total on page 11.*

## E. Awards and Professional Designations

Indicate individual awards or professional designations recognizing meeting management expertise earned in the last five years. Provide complete information on the name, purpose, sponsoring organization, date, qualifications and any other data relevant to the award/recognition earned. For each acceptable award entry, two points are allowed. The awards must be individual; group awards do not qualify. Points may not be claimed for “in-house” awards (recognition for doing a good job).

Documentation of award must be included with your application to receive points in this section. Industry designations, such as CAE, CMM, CEM, CME, CHME etc receive five points each.

1. \_\_\_\_\_  
 Year: \_\_\_\_\_ Points: \_\_\_\_\_
2. \_\_\_\_\_  
 Year: \_\_\_\_\_ Points: \_\_\_\_\_
3. \_\_\_\_\_  
 Year: \_\_\_\_\_ Points: \_\_\_\_\_

**Total Point Count for Section IV-E**

**Total** \_\_\_\_\_  
*Transfer total to Section IV Total on page 11.*



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## F. Leadership Roles in Meeting Industry Organizations at the National/International Level

In order to receive points in this section, applicants must be a member of an industry organization, and serve in a leadership capacity as an officer, board member, chairperson or committee member at the national/international level. (See section G for leadership at the chapter level) Points are awarded per term of an assignment, not yearly. Provide complete names of organizations; acronyms will not be accepted. Documentation of assignment must be included with your application to receive points in this section.

(To claim points for serving on CIC's CMP Board, use Section IV-A, CMP Supportive Activities.)

<b>National/International Leadership</b>	<b>Points</b>
Officer of Board of Directors	10 per assignment
Board Member	8 per assignment
Chairperson of Committee	6 per assignment
Committee Member	5 per assignment

1. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_
2. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_

**Total Point Count for Section IV-F**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 11.*

## G. Leadership Roles in Meeting Industry Organizations at the Chapter/Affiliate Level

In order to receive points in this section, applicants must be a member of an industry organization chapter or affiliate, and serve in a leadership capacity as an officer, board member, chairperson or committee member. Points are awarded based on the term of assignment, not yearly. Provide complete names of organizations; acronyms will not be accepted. (To claim points for serving on CIC's CMP Board, use Section IV-A, CMP Supportive Activities.)

<b>Chapter/Affiliate Leadership</b>	<b>Role 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 Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_
2. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_
3. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_

**Total Point Count for Section IV-G**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 11.*



# CERTIFIED MEETING PROFESSIONAL® (CMP®) RECERTIFICATION APPLICATION

## H. APEX (Accepted Practices Exchange) Activities

APEX Commissioner	4 points per assignment
Panel/Committee Chair	4 points per assignment
Panel/Committee Member	3 points per assignment

1. Role/Activity: \_\_\_\_\_  
 Name of Panel/Committee: \_\_\_\_\_  
 Date(s): \_\_\_\_\_ Point(s): \_\_\_\_\_
2. Role/Activity: \_\_\_\_\_  
 Name of Panel/Committee: \_\_\_\_\_  
 Date(s): \_\_\_\_\_ Point(s): \_\_\_\_\_

**Total Point Count for Section IV-H**

**Total** \_\_\_\_\_  
*Transfer total to Section IV Total below.*

Section IV-A \_\_\_\_\_  
 Section IV-B \_\_\_\_\_  
 Section IV-C \_\_\_\_\_  
 Section IV-D \_\_\_\_\_  
 Section IV-E \_\_\_\_\_  
 Section IV-F \_\_\_\_\_  
 Section IV-G \_\_\_\_\_  
 Section IV-H \_\_\_\_\_

**Total Point Count for Section IV (Maximum allowed – 40)**

**Total:** \_\_\_\_\_  
*Transfer total to Summary on page 2.*

You must complete this form in its entirety and sign below.

**I certify that all the information contained in this recertification form is accurate and truthful and I will continue to abide by the rules and regulations set forth by the CMP Board.**

Name (print) \_\_\_\_\_

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

**Mail Completed Form and Fee to:**  
 Convention Industry Council  
 Attn: CMP Recertification  
 700 N. Fairfax Street, Suite 510  
 Alexandria, VA 22314, USA  
 Telephone: +1-571-527-3116

*\*Due to the high volume of applications, we cannot accept faxed applications.\**