



CERTIFIED MEETING PROFESSIONAL® (CMP®)

RECERTIFICATION APPLICATION FORM

THE CERTIFIED MEETING PROFESSIONAL (CMP) Board has approved use of this CMP Recertification Application Form to establish **each five years** following certification, that CMP certificants are continuing employment, education and competency as meeting professionals. The form is due to the CIC office, with the appropriate fee, no later than October 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 | | | Points Earned | For CIC Use Only |
|--------------------------------------|-------------|----------------------|---------------|------------------|
| Continuing Experience* | Section I | (Maximum allowed 50) | | |
| Continuing Education* | Section II | (Maximum allowed 60) | | |
| Memberships | Section III | (Maximum allowed 10) | | |
| Professional Contributions | 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.

| FOR CIC/CMP OFFICE USE ONLY | | | |
|-----------------------------|------------|-----------------|---------------------|
| Scored by _____ | Date _____ | Qualified _____ | Not Qualified _____ |
| Verified by _____ | Date _____ | Qualified _____ | Not Qualified _____ |



SUMMARY OF POINTS REQUIRED FOR CMP RECERTIFICATION

A minimum of 60 points is required for CMP recertification

| SECTION | MAXIMUM NUMBER OF POINTS |
|--|------------------------------------|
| I. WORK EXPERIENCE IN MEETING MANAGEMENT Continuing Experience (12 points minimum) | 50 |
| II. CONTINUING EDUCATION (5 points minimum) A. Formal Education | 10 |
| B. Professional Development | 50 |
| III. PROFESSIONAL MEMBERSHIPS | 10 |
| IV. PROFESSIONAL CONTRIBUTIONS A. CMP Support | 40 |
| 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 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).



CMP BLUEPRINT AND MEETING MANAGEMENT RESPONSIBILITY

Meeting management involves responsibility in any of the following CMP Blueprint areas detailed below. These areas are your guideline for any information detailed in this application form. If your experience, continued education, membership or professional contributions can be traced to these areas, they may count toward points on this application. Always refer to this reference when filling out the sections of this form.

MEETING MANAGEMENT FUNCTIONS

A. EDUCATION

1. Goals and Objectives
2. Program Content
3. Evaluation
4. Continuing Education

B. Financial Management

5. Facility Contracts and Insurance
6. Budgeting

C. Facilities and Service

7. Site and Facility Selection
8. Support Services
9. Convention Center Facilities
10. Convention Service Management Responsibilities
11. Facilities Staff
12. Technology Utilization

D. Logistics

13. Reservations and Housing
14. Transportation
15. Specifications Guidebook
16. Registration
17. Shipping
18. Function Room Arrangements
19. Exhibits
20. Environmental/Humanitarian Aspects
21. Food and Beverage
22. Audiovisual (A/V) Needs
23. Speakers
24. Entertainment
25. Marketing, Promotion and Publicity
26. Special Programs
27. Production of Presented Materials



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)

1. Current Title/Responsibility _____
 Description of Responsibilities _____
 Organization _____
 Address _____
 Employment Dates: From _____ To _____ Total years _____
 Percentage of Time Spent in Meeting Management Circle one 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 Circle one 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 Circle one 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 Circle one 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.



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 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 City Degree (attach documentation: copy of diploma or transcripts) 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) MINIMUM 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 meeting management functions listed on page 4. 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've attended one or more CMP Conclave's over the last 5 years. I've listed my points in Section IV-A.

- 1. Name of Meeting/Course Sponsor Date(s) Location Number of Contact Hours/Points
2. Name of Meeting/Course Sponsor Date(s) Location Number of Contact Hours/Points
3. Name of Meeting/Course Sponsor Date(s) 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 Two (Maximum allowed - 60, Minimum required - 5)

Total:

Transfer total to Summary on page 2.



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

- | | |
|---|---|
| _____ Air Transport Association | _____ International Association of Conference Centers |
| _____ American Hotel & Lodging Association | _____ International Association of Convention & Visitor Bureaus |
| _____ American Society of Association Executives | _____ International Association for Exhibition Management |
| _____ Association for Convention Marketing Executives | _____ International Association of Speakers Bureaus |
| _____ Association for Convention Operations Management | _____ International Special Events Society |
| _____ Association of Destination Management Executives | _____ Meeting Professionals International |
| _____ Association of Meeting Management Companies | _____ National Association of Catering Executives |
| _____ Center for Exhibition Industry Research | _____ National Coalition of Black Meeting Planners |
| _____ Council of Engineering & Scientific Society Executives | _____ National Speakers Association |
| _____ Exhibit Designers & Producers Association | _____ Professional Convention Management Association |
| _____ Exposition Service Contractors Association | _____ Religious Conference Management Association |
| _____ Healthcare Convention & Exhibitors Association | _____ Society of Corporate Meeting Professionals |
| _____ Hospitality Sales & Marketing Association International | _____ Society of Government Meeting Professionals |
| _____ Insurance Conference Planners Association | _____ Society of Incentive and Travel Executives |
| _____ International Association of Assembly Managers | _____ Trade Show Exhibitors Association |
| | _____ Other: _____ |

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.



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 AMBASSADOR: Ambassadors may claim 1.5 points for a 6 month commitment and 3 points for a 12 month commitment

Commitment Length: _____ Dates: _____

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.

1999 - Toronto, ON Canada - 12 points

2003 - Mohegan Sun - 12 points

2001 - Cleveland, OH - 12 points

2004 - Colorado Springs, CO - 12 points

2002 - Pasadena, CA - 12 points

2005 - Toronto, ON Canada - 12 points

Total Point Count for Section IV-A

Total _____

Transfer total to Section IV Total on page 12.



B. AUTHORIZING 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 12.

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 12.



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 12.

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. _____

 _____ Points: _____
2. _____

 _____ Points: _____
3. _____

 _____ Points: _____

Total Point Count for Section IV-E

Total _____
Transfer total to Section IV Total on page 12.



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.)

Table with 2 columns: National/International Leadership, Points. Rows include Officer of Board of Directors (10), Board Member (8), Chairperson of Committee (6), and Committee Member (5).

- 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 12.

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.)

Table with 2 columns: Chapter/Affiliate Leadership Role, Points. Rows include Officer of Board of Directors (5), Board Member (4), Chairperson of Committee (3), and Committee Member (2).

- 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 12.



RECERTIFICATION APPLICATION FORM

H. APEX (ACCEPTED PRACTICES EXCHANGE) ACTIVITIES

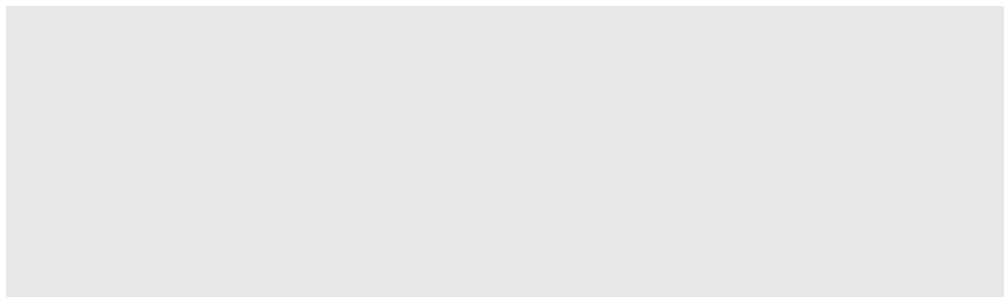
Table with 2 columns: Activity and Points. Activities include APEX Ambassador (2 points), APEX Commissioner (4 points), Panel/Committee Chair (4 points), Panel/Committee Member (3 points), City Discussion Group Leader (2 points), and City Discussion Group Participant (1 point).

- 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: _____

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

Name (print) _____

Signature _____ Date _____

Mail Completed Form and Fee to:

CMP Recertification
Convention Industry Council
8201 Greenboro Drive, Suite 300
McLean, Virginia 22102 • USA
Telephone: +1-703-610-9030
Fax: +1-703-610-9005

List immediate supervisor's name and address below if you wish a letter sent regarding your successful recertification:

Name _____
Title _____
Organization _____
Address _____
City _____
State/Province _____ Zip _____