

## **FAQs for Applying for the CMP**

The CMP Program is based on the [CMP International Standards](#). The CMP-IS is comprised of 10 domains that subject matter experts have identified as the knowledge and skills needed to be a successful meeting professional. Although there are many study groups, online courses, books and manuals that help understand these 10 domains, we always encourage people to start their journey by reviewing the CMP-IS (which is free and downloadable on the CIC website).

- Make an honest assessment of your own experiences based on the CMP-IS and plan your studying around the domains for which you have the least hands-on experience.
- Even if you are just thinking about taking the CMP exam, create an online account on the CMP portal, which you can use to record the continuing education activities you'll need to apply.
- Download the [CMP Certification Handbook](#), which provides all the policies of the program, including eligibility requirements, testing dates, fees and more.

### **1. What are the requirements for applying for the exam?**

You will need 36 months of full-time employment in the meetings industry as well as 25 clock hours of continuing education. If you have a degree in Event Management or Hospitality, you will only need 24 months of full-time employment. All activities must be within the past five years. Also, if you participated in an industry-related internship, that may count for your 25 clock hours of continuing education.

### **2. How do I apply?**

All applications must be submitted online through your CMP portal. You can apply at any time once you've met all the requirements.

### **3. How do I create an online account?**

Go to [conventionindustry.org](http://conventionindustry.org). Click on the "login" button in the upper right-hand corner and then click the "Get Started" button on the right-hand side of the page.

### **4. How do I report my professional experience?**

You will list your experience in the Work Experience section of the portal and will also be asked to upload a resume.

### **5. What if my title is not something like "Meeting Manager" or "Events Coordinator"?**

When we review applications, we review the description of your job duties and your resume to verify you're a full-time meeting professional. Titles are not as important as the descriptions.

### **6. What documentation will I need to prove my attendance at continuing education sessions?**

You'll need two pieces of information: A session description that shows the learning objectives align with the CMP International Standards AND proof that you attended (like a scan of your name badge

or a copy of your registration confirmation). You'll need to create one document of both those documents to load into each of the activities you list.

**7. Do I have to list every session I attended?**

Yes, unless the event has been pre-approved by CIC (see below), you will need to list each session you attended and provided backup for each session.

**8. If the event has been pre-approved by CIC for CMP credit, do I have to list all the sessions I attended?**

No. For events that have been pre-approved by CIC, you only need to report the total amount of hours you spent in educational sessions. Your attendance will be loaded into your online portal by the host organization (if the email in your account matches the email you gave the host organization). You will receive an email telling you when your attendance has been recorded. You simply need to "edit" the event in your portal to record the total number of hours you spent in educational sessions.

If the email addresses don't match, you can still get credit for attending but you'll need to list every session you attended separately and upload registration confirmation as well as a session description.

**9. Where do I find preapproved courses?**

CIC lists approved activities on our website under the "Events & Education" tab in your online account. Many of the pre-approved courses are webinars, some live and some on demand.

**10. Can I go to education activities that are not pre-approved?**

Absolutely! If you go to a session that hasn't been pre-approved, you can self-report it. Just remember, you'll need to upload both your registration information and a session description. If the session IS pre-approved but doesn't get loaded into your account you can still report it but, again, you'll need to provide all the supporting documentation.

**11. Is it true that some of my continuing education doesn't have to be meeting-specific?**

Effective January 1, 2016, the continuing education requirements have changed slightly. Now a percentage of your CEs can be non-industry specific as long as the learning objectives align with one of the 10 domains in the CMP International Standards. For exam applicants that means 20% (or five hours) of their CEs can be courses such as financial management or project management.

**12. How long before I hear if my application has been approved?**

We ask for 3-5 weeks to review your application. Once we've reviewed your application you will receive an email from us with the results of the review. If you've been approved, the email will include information about how to pay your exam fee and schedule your exam.

**13. How long do I have to take the exam once I'm approved?**

The CMP exam is offered four times a year: in January, May, August and November. Once you are approved, you'll have one year to take and pass the exam before you have to reapply. We recommend that you decide which exam window you want to sit for the exam and then submit your application early enough to have time to schedule the exam as well as study.

#### **14. How much does it cost?**

To apply for the CMP, it costs \$250. Once you are approved, you will need to pay for the exam, which is \$450. During your approval year, you may take the exam as often as you need to but you will have to pay the \$450 exam fee each time you take it. After your approval year is up, you need to start the process over again and pay the applicable fees.

#### **15. How should I study for the exam?**

CIC recommends three reading materials: The CIC Manual and the PCMA manual, each of these manuals will help you understand how the domains are applied to the daily life of a meeting professional. We also recommend the CIC Industry Glossary, which gives explanations of industry terms. Other than these three manuals, CIC does not recommend any one method of studying because everyone learns differently. Some prefer working with study groups and some like to study on their own. There are many study groups hosted by other organizations, such as MPI. There are also online, self-paced programs that some find useful.

#### **16. Where is the exam given?**

The exam is administered by our testing partner Prometric. Prometric has test centers throughout the US and the world. You can locate the centers nearest you by going to [prometric.com](http://prometric.com) and selecting the "locate a test center" link.

#### **17. How is the exam structured?**

The CMP exam is computer based and is composed of 165 multiple-choice questions. Applicants have three and a half hours to answer 15 pretest (unscored) questions and 150 operational (scored) questions. Four possible answers are provided for each question. Only one answer is correct. There are no "all of the above" or "none of the above" options and no trick questions. Because the exam is designed to measure competency rather than academic excellence, it is scored as either pass or fail. The exam is offered only in English.

#### **18. What is the passing score?**

You need at least a score of 55 to pass. But this doesn't mean you have to answer 55 questions correctly. The exam is scaled, meaning some questions may be more difficult and other not as difficult. Depending on the amount of difficult or "easy" questions you have in each domain, this will affect your final score.

#### **19. When will I know if I passed?**

Immediately! Once you submit your exam, your final score will be displayed on the screen. Those who pass will simply receive a "pass" score; if you fail the exam, you will receive a report that will explain how you performed in each domain.

**20. What should I expect at the test center?**

To be admitted to the exam, you'll need your approval to test letter (which you get once you've paid your exam fee and scheduled your appointment) and you'll also need a government-issued photo ID. Once you get your "approval to test letter," make sure the name on the letter matches the ID you will be presenting at the test center. Call CIC immediately if the two don't match. If the name on your ID doesn't match the name on your approval record, you will not be permitted in the test center and your exam fee will be forfeited.

**21. If I pass, when will I get my certificate?**

CIC will mail your certificate within four weeks of the close of the testing window.

**22. If I fail, can I take the exam again?**

Yes, if the next available testing window is within your eligibility year (you may not take more than one exam per testing window). Each time you take the exam, you will have to pay the \$450 exam fee but will not have to submit a new application. After your eligibility year expires, you will need to begin the application process over. If your eligibility year ends before another testing window is available, you must submit a new application and pay the necessary fees before taking the exam again. (For instance, if you fail the exam in January and your eligibility year expires in April, you will not be eligible to take the May testing window until you have submitted a new application and have been approved.)