It’s Time...

...to be recognized
...to gain a competitive advantage
...for personal achievement and further peer acceptance
...to formally show your commitment

To Earn the CMP Designation!

Presented by the CMP/CMM Committee of MPINCC
Today’s Discussion...

- Application and registration deadlines
- Applications hints
- Quantifying your experience in the meetings and events industry
- Maximizing your points towards the application
- Resources for preparing for the CMP Exam
The CMP Designation Today...

A GLOBAL designation

Over 14,000 CMPs worldwide, in 36 countries and U.S. Territories

64% Planners

36% Suppliers

All industry professionals welcome!
The Benefits of Being a CMP...

- Global industry and peer recognition
- Authority to use the designation
- Professional development
- Personal achievement and increased confidence
- Competitive advantage
- Increased salary potential
- Network of fellow CMPs
- Educate and bring awareness to our industry
The CMP Application...

The Application Point System:
- Experience in Meetings Industry
- Education and Continuing Education
Professional Requirements...

Option 1: Professional Experience
- Currently or recently employed in the industry (within the previous 12 months), with a minimum of 36 months of work experience OR

Option 2: Professional & Education Experience
- Currently or recently employed in the industry (within the previous 12 months), with a minimum of 24 months of work experience
- Bachelor’s degree or international equivalent OR

Option 3: Professional Experience in Academia
- Currently a full-time instructor at an educational institution or in a university program, for a minimum of 36 months.
**Internship or CE Requirements...**

Option 1: Completed a structured internship in industry with a minimum of 200 hours of work experience with a professional organization through an accredited education institution or university OR

Option 2: Completed 25 clock hours of industry-related CEUs within the past 5 years

_In order to receive credit for CEUs, courses must relate to one of the Domain areas listed on the CMP-IS (International Standards)._
The Process of Becoming a CMP...

1. Go to conventionindustry.org and download the CMP Application and the CMP Handbook
2. Complete and submit your application with documentation, and the appropriate fee
3. Review the CMP-IS for study guidelines and to confirm CEUs relate to key topics
4. Study using all Reference Materials
5. Sit for the Exam
6. Re-certify your designation every 5 years
### Deadlines and Fees...

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<tr>
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<th>3rd Quarter 2012</th>
<th>4th Quarter 2012</th>
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<tbody>
<tr>
<td>Application Submission</td>
<td>January 9 – March 27, 2012</td>
<td>April 2 – August 7, 2012</td>
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<td>Period</td>
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<tr>
<td>CIC Exam Registration</td>
<td>April 19 – May 14, 2012</td>
<td>August 21 - September 13, 2012</td>
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<td>Scheduling</td>
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### CMP Program Fees

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<tr>
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<th>Fee</th>
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<tr>
<td>CMP Application Submission Fee</td>
<td>$225 USD</td>
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<td>Exam Registration Fee</td>
<td>$450 USD</td>
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<tr>
<td>Exam Cancellation Fee</td>
<td>$100 USD</td>
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* All deadlines reflect the date the CIC should RECEIVE your materials and fees.
The CMP Exam...

- 3.5 Hour Exam
- 165 Multiple Choice questions, 4 possible responses for each question
- NO fill-in-the-blank questions
- NO true/false questions
- No essay questions
- Computer-Based Testing (CBT)
Beginning July 2012 CIC will offer CBT for the CMP Exam

Paper exams will no longer be available

A brief demo is available at

http://www.conventionindustry.org/cmp/cbtdemo
Prometric...

- Offered at 450 centers around the world
- www.prometric.com/CIC
  - Schedule your test
  - Locate a test center
  - Reschedule your test
  - Confirm your test
- Testing centers open 8am – 5pm
  - 3 hours 30 minutes to complete exam
  - 30 minutes available to take tutorial
- http://www.youtube.com/watch?v=vlfaLuKa80s
  for a brief explanation of the Prometric Check In Process
What to Expect...

- CIC provides qualifying candidates with a letter explaining how to schedule an appointment with Prometric.
- Candidates must bring 1 form of non-expired, government issued ID (i.e. driver’s license or passport).
- A dry erase board with markers will be provided to each candidate to take notes.
- Candidates can use a basic calculator during the test.
  - There is a “calculator” on-screen function.
- Candidates can “challenge” a question.
- Beginning November 2012, “unofficial” exam results will be available immediately following the exam.
- Official results will be provided 30 days after the exam.
January 2012 through June 2012 – da Vinci Villa, San Francisco
Select Saturday mornings (see CMP U Schedule at MPINCC Events Calendar)
A network of CMPs to help you prepare for the exam
You’ll find study groups as you participate in CMP U

Courses taught by CMPs
CMP U...

- Topics from Audio Visual to F&B to Technology and all items on the CMP IS (International Standards) to prepare you to study for the exam
- Practice quizzes, practice quizzes, practice quizzes AND a mock exam
- $125 registration for MPI members includes all 11 sessions of CMP U

...and did we mention: Practice Quizzes
Preparing for the Exam...

4 Study References to purchase or borrow*:  *If you borrow, make sure you have the current editions!

- CIC Manual 8th Edition ($65.95 USD)
- PCMA Professional Meeting Management 5th Edition ($79.99 USD)
- CIC International Manual 1st Edition ($79.95 USD)
- APEX Glossary (download or purchase) ($35.00 USD)
- IAEE: Guidelines for Display Rules & Regulations (supplement to CIC 8th Edition) (link on CIC website)
Study Group Resources...

- CMP U – presented by MPINCC in partnership with our generous host da Vinci Villa

- MPI CMP Online Study Guide
  - Created in partnership with Arizona State University, and brought to you by the MPI Foundation and Wyndham Hotel Group
  - www.mpiweb.org - Professional Development - CMP Program

- PCMA CMP Exam Prep Suite (Online Prep Course endorsed by the CIC)

*If you borrow, make sure you have the current editions!*
Study References...


1st Edition CIC International Manual

Current APEX Glossary
Beginning October 1, 2011 candidates will have a 1 year period from the time of the application approval when they are eligible to take the exam.

Candidates accepted prior to August 2011 will still have 2 years to successfully take and pass the exam.
Your Personal Commitment...

 ✓ Determine your own reasons for pursuing the CMP designation
 ✓ What’s important to you to make the experience worthwhile?
 ✓ Commit to putting aside regular time to study
 ✓ Do it for YOURSELF (even if your employer requires it)
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Presented by the CMP Committee of MPINCC
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For any additional questions on the CMP Certification process please contact CIC by sending an e-mail to cichq@conventionindustry.org

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