

# ***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](http://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 Fee\$...

	3 <sup>rd</sup> Quarter 2012	4 <sup>th</sup> Quarter 2012
Application Submission Period	January 9 – March 27, 2012	April 2 – August 7, 2012
CIC Exam Registration	April 19 – May 14, 2012	August 21 - September 13, 2012
Exam Appointment Scheduling	May 28 – July 11, 2012	September 24 – October 31, 2012
Exam Period	July 12 – July 21, 2012	November 1 – November 10, 2012

CMP Program Fees	
CMP Application Submission Fee	\$225 USD
Exam Registration Fee	\$450 USD
Exam Cancellation Fee	\$100 USD

\* 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)



# *Compute-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](http://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

# *CMP U MPINCC Study Resource...*

Best test  
taking  
tips

- 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



NORTHERN CALIFORNIA  
CHAPTER  
MPI  
MEETING PROFESSIONALS INTERNATIONAL



# 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



NORTHERN CALIFORNIA  
CHAPTER



MEETING PROFESSIONALS INTERNATIONAL

# *Preparing for the Exam...*

- 4 Study References to purchase or borrow\*: *\* If you borrow, make sure you have the current editions!*
  - CIC Manual 8<sup>th</sup> Edition (\$65.95 USD)
  - PCMA Professional Meeting Management 5<sup>th</sup> Edition (\$79.99 USD)
  - CIC International Manual 1<sup>st</sup> Edition (\$79.95 USD)
  - APEX Glossary (download or purchase) (\$35.00 USD)
  - IAEE: Guidelines for Display Rules & Regulations (supplement to CIC 8<sup>th</sup> Edition) (link on CIC website)

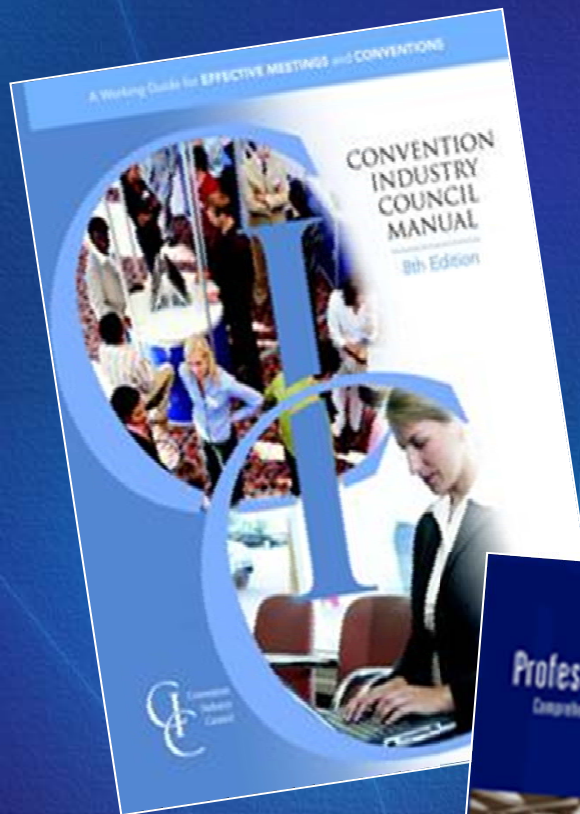


## *Study Group Resources...*

- 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](http://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...



8<sup>th</sup>  
Edition  
CIC  
Manual



1<sup>st</sup> Edition CIC  
International  
Manual



5<sup>th</sup> Edition  
PCMA  
Manual



Current APEX  
Glossary



# Eligibility...

- 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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# Contacts...

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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](mailto:cichq@conventionindustry.org)