

***Is It Time...
for you to Recertify?***

Presented by the CMP/CMM Committee of MPINCC

CMP Recertification...

- Every five (5) years CMPs are offered the opportunity to recertify
- CMPs are sent a reminder during the year in which their current CMP certificate is set to expire
- CMPs receive information regarding the recertification process and instructions to access the recertification application form and guidelines

Professional Requirements...

- Employed in the industry , full-time or part-time, for a minimum of 36 of the last 60 months, OR
- Employed as a full-time or part-time instructor at an educational institution or in a university program, for a minimum of 36 of the last 60 months. Courses:
 - Meeting
 - Event
 - Exhibition or hospitality/tourism management

Professional Notes...

- Employed with responsibilities & decision making authority, which would impact the results of the meeting.
- Experience must be completed at the time the application is submitted.
- Job descriptions and a professional resume must be supplied. For your reference a sample resume can be found at www.conventionindustry.org
- Documentation in the form of an official course outline or syllabus must be attached to receive credit for teaching at an educational institution or university program.
- If more than three (3) positions, download the supplemental page(s) at www.conventionindustry.org

Education Requirements...

- Earned a bachelor's degree or higher or its international equivalent within the past 5 years, OR
- Fulfilled 25 clock hours of qualifying industry-related continuing education within the past 5 years, OR
- Fulfilled 15 clock hours of qualifying industry-related continuing education within the past 5 years and participated in at least 3 of the activities below:
 - Membership in a meeting/hospitality industry organization
 - Member of an industry organization Board of Directors or Committee
 - Authoring published industry-related article
 - Speaker at an event on an industry related subject (including study groups)
 - CMP Study Group Leader
 - Proctor a CMP Exam (prior to transition to computer based testing in July 2012)

Formal Education Notes . . .

- A bachelor's degree or higher (or international equivalent) does not need to be directly related to the industry – any curriculum.
 - The completion of a certificate program does not count as formal education
- Documentation is required. Acceptable forms of documentation include:
 - A transcript from the institution.
 - A copy of the diploma or certificate of completion.
 - If the degree or diploma is presented in a language other than English, a translation must be provided.

Continuing Education Notes. . .

- Industry-related Clock Hours must have occurred within the past five (5) years
- The CMP International Standards (IS) is the foundation of the CMP examination and is categorized into Domain Areas
- Courses must relate to one of the key Domain Areas listed on the CMP IS
- Clock hours are the direct amount of time spent in the classroom/session. (1 hour in session = 1 clock hour)
- CEUs conversion = 0.1 CEU is equivalent to 1 clock hour; 1 CEU is equivalent to 10 clock hours

Education Examples / CMP IS

- **Workshop I: Virtual Meetings - The Scope, Range and Options for Event Planners**
 - *CMP IS - Domain G: Meeting or Event Design*
 - *Skill 18: Manage Technical Production*
- **Workshop II: Food & Beverage Trends in the New Economy**
 - *CMP IS Domain G: Meeting or Event Design*
 - *Skill 16: Coordinate Food and Beverage Services*
- **Workshop III: CMP Recertification Process**
 - *CMP IS: N/A – not qualifying for CEU*

Continuing Education Notes. . .

- Specific date and name of each educational session attended must be supplied. Submitting a range of dates and providing the name of meeting or conference will not be accepted.
- Participating in the annual CMP Conclave can count as continuing education credit.
- Networking receptions and meal functions without an educational component do not qualify for hours.
- Internal training may qualify if it relates to the CMP IS domain, and a description and learner outcomes are provided from the organization
- If an applicant has more than twelve (12) continuing education courses to submit, please download the supplemental page(s) found at www.conventionindustry.org

Acceptable Forms of Documentation

Documentation MUST be included for each continuing education component

- Proof of attendance (i.e. registration confirmation, payment receipt, certificate of completion, organization transcript), OR
- Course information (i.e. a course description, on-site program, course handouts, etc.), OR
- Copy of badge from the event, OR
- Print out from organizations education tracking page.

The Process of Recertifying...

1. Go to www.conventionindustry.org and download
 - a) The CMP Recertification Application,
 - b) The CMP Recertification Guidelines and
 - c) The CMP International Standards (IS)
2. Review the CMP International Standards for continuing education hours.
3. Complete and submit your application with documentation, and the appropriate fee.

Paying fees online:

1. Click CMP Directory and log in
 - All CMPs have a login. Please contact CIC if you do not remember your login information.
2. Update your contact information, if necessary.
3. Click “Shopping Cart” on the left hand menu and click “Certifications”
4. Click “Add to Cart” next to CMP
5. Under “Certification Process Summary” select Status “Certified”.
6. Check the appropriate application submission fee box and “Add to Cart”
7. “Check out” and complete the transaction.

Deadlines and Fee\$...

	Due Date	Fee	Recertification Year
Recertification	August 30	\$225 USD	2013
Late Recertification	September 1 - December 31	\$250 USD	2013
Lapse Year Recertification	December 31 (of year following recertification year)	\$350 USD	2012
Expired Status	Contact CIC	- - -	2011 or earlier (if not already recertified)
Emeritus Status	- - -	\$200 USD	2013

- All deadlines reflect the date the CIC should RECEIVE your materials and fees
- If you do not submit your application before the deadline, you will forfeit your fee



Emeritus Status...

Retired CMPs may now qualify to receive Emeritus status if they meet the requirements listed below:

- is at least 59.5 years of age;
- is retired and is no longer working full time in the meetings industry;
- has maintained an active CMP status in good standing for 10 or more years;
- submits the required 300-500 word essay describing how the CMP designation has helped in his/her professional life and why it is important to retain it;
- Submits the required application, proof of age, and fee of \$200 USD.

Contact...

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For any additional questions on the CMP Recertification process please contact CIC by sending an e-mail to

cichq@conventionindustry.org