

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

Presented by the CMP/CMM Committee of MPINCC

When do I need to recertify?

- Certification cycle expires on Dec 31 of your 5th year.
 - Ex: Received designation May 2015 then it will expire on:

Dec 31, 2020

What do I need to recertify?

- Proof of:

- 36 months of ongoing experience in the meeting management field

AND

- 25 hours of continuing education activities

OR

- 15 hours of continuing education activities

AND

- 3 industry-support activities

All need to be within the last 5 years.

Tips for Submitting CE Hours

- List each session you attended, not the entire event.
 - Ex: Workshop 103: How Do They Do That? Secret Tech Weapons for Meeting Professionals
 - Counts!
 - Ex: MPINCC Annual Conference and Expo
 - Doesn't count
- Know which domain the session relates to.
- Upload 2 scans for each event:
 - Proof that you attended
 - Ex: badge, event registration confirmation
 - Session description provided by hosting organization

What counts for CE Hours?

- Must relate to one of the 10 domains:
 1. Domain A: Strategic Planning
 2. Domain B: Project Management
 3. Domain C: Risk Management
 4. Domain D: Financial Management
 5. Domain E: Human Resources
 6. Domain F: Stakeholder Management
 7. Domain G: Meeting or Event Design
 8. Domain H: Site Management
 9. Domain I: Marketing
 10. Domain J: Professionalism

Still not sure if it counts?

- Check the CMP-IS for specific skills that relate to each domain.
 - Ex: Domain A consists of 3 skills:
 - Skill 1: Manage Strategic Plan for Meeting or Event
 - Skill 2: Develop Sustainability Plan for Meeting or Event
 - Skill 3: Develop Business Continuity or Long-Term Viability Plan of Meeting or Event
- If the activity does not specifically align with one of the 10 domains of CMP-IS **it won't count**

Why didn't my hours get approved?

- Activity is personal, not professional
 - Ex: How to minimize stress; How to network; etc
- Session doesn't align with one of the 10 domains
- Session took place outside of your 5 year cycle
 - We'll talk about special cases like lapsed status later
- Not enough information was provided to prove that the session aligns with a domain in the CMP-IS
 - You can avoid this one by providing the session description.

Why didn't my hours get approved?

- Higher ed degree isn't industry-specific.
 - Degrees that count: hospitality, event and meeting planning, tourism.
 - Degrees that don't count: communication, marketing, business.
- Content was company-specific
 - In-house education can count, but make sure that the learning objectives aren't company-specific.

Can I recertify early?

- NOPE.

- If your certification expires Dec 31, 2016 you have to recertify in 2016.
- Earliest you could submit: Jan 1, 2016.
- No activities in 2016 will count toward your next recertification after you submit.

Get to the good stuff!

What goes in my application!?!?!?

- Professional Experience
- Continuing Education

Professional Experience

- Option 1: Professional Experience
- Option 2: Professional Experience in Academia

Professional Experience - 2 Options

- Option 1: Professional Experience
 - Employed in the industry full time or part time for at least 36 of the past 60 months
 - Must provide a short job description for each position on the online application.
 - Must upload a resume or CV.
 - Experience that you list should demonstrate meeting management responsibilities or your role in contributing to the planning, execution, and results of meetings.
 - Volunteer work doesn't count

Professional Experience – 2 Options

- Option 2: Professional Experience in Academia
 - Employed as a full time or part time instructor of meeting, event, exhibition, or hospitality/tourism management at an educational institution or in a university program for at least 36 of the past 60 months.
 - Must include an official course outline and/or syllabus.
 - Must should that your experience was completed at the time you submit your application.
 - Volunteer work doesn't count

Continuing Education – 3 Options

- Option 1: 25 CE Hours
- Option 2: 15 CE Hours & 3 Industry Support Activities
- Option 3: Formal Education

Continuing Education – 3 Options

- Option 1: 25 CE Hours

- 25 hours of educational activities in the past 5 years
 - Up to 12.5 of the hours can be non-industry-specific activities as long as the subject matter aligns with one of the domains in the CMP-IS
- Can be in-person conferences, webinars, classes, etc.
- Must upload proof of attendance and session description for each session
- Not required to have hours in all 10 domain areas

Continuing Education – 3 Options

- Option 2: 15 CE Hours & 3 industry support activities
 - 15 hours of educational activities in the past 5 years
 - Up to 7.5 of the hours can be non-industry-specific activities as long as the subject matter aligns with one of the domains in the CMP-IS
 - Can be in-person conferences, webinars, classes, etc.
 - Must upload proof of attendance and session description for each session
 - Not required to have hours in all 10 domain areas

AND ...

Continuing Education – 3 Options

- Option 2: 15 CE Hours & 3 industry support activities
 - Must have participated in at least 3 of the following activities:
 - Membership in a meeting/hospitality industry organization
 - Volunteer leadership role in meeting industry organization
 - Author of a published industry-specific article
 - Speaker at an event (including study groups!) on an industry-related subject
 - Participate in a CMP application review
 - Participate in a CIC-sponsored panel

Continuing Education – 3 Options

● Option 3: Formal Education

- Earned a bachelor's degree or higher (or international equivalent) in an industry-specific field within the past 5 years
 - Degrees that count: Hospitality Management, Event and Meeting Management, Hotel Management, etc
 - Degrees that don't count: Business, Communications, Marketing, etc
 - Some of the classes might count for CE hours, though!
- Must include transcript or copy of degree/diploma
- If not in English, must provide a translation

Continuing Education Documentation

- They will ask you for:

- Session/Course Title
- CMP-IS Domain to which each activity relates
- Program Sponsors/Providers
- Location
- Date
- Clock House
- Attendance Confirmation
- Confirmation of Alignment with CMP-IS Domain
 - Course description
 - Course syllabus
 - Onsite Program

Make one scan of
these 2 documents



Industry Support Documentation

- Membership in a meeting/hospitality industry organization
 - Membership must be individual, not corporate.
 - Past memberships count if during past 5 years.
 - MPI and MPINCC are the same membership.
 - Documentation:
 - Membership card
 - Receipt for paid dues
 - Letter from organization validating membership
 - Copy of your name in the membership directory
 - Member profile from organization website

Industry Support Documentation

- Volunteer leadership role in meeting industry organization
 - On board, committee, or task force whose mission is to advance the state of the meeting industry
 - Documentation:
 - Letter from board, committee, or task force chair indicating dates of your term
 - Letter from organization indicating dates of your term
 - Copy of the board/committee/task force roster from the website, including dates of your term

Industry Support Documentation

- Author of a published industry-specific article
 - Article must have appeared in recognized national or regional publication.
 - If article is used for multiple publications, still only counts for one.
 - Documentation:
 - Copy of article in publication with your name in the byline
 - Scanned printout of online publication

Industry Support Documentation

- Speaker at an event (including study groups!) on an industry-related subject
 - Must have spoken about industry topics at meetings and educational programs
 - No credit for in-house staff meetings
 - Documentation:
 - Letter from organization that hosted the speaking engagement
 - Copy of session description from event program

Industry Support Documentation

- Participate in a CMP application review
 - Documentation: official letter or email from CIC
- Participate in a CIC-sponsored panel
 - Documentation: official letter or email from CIC

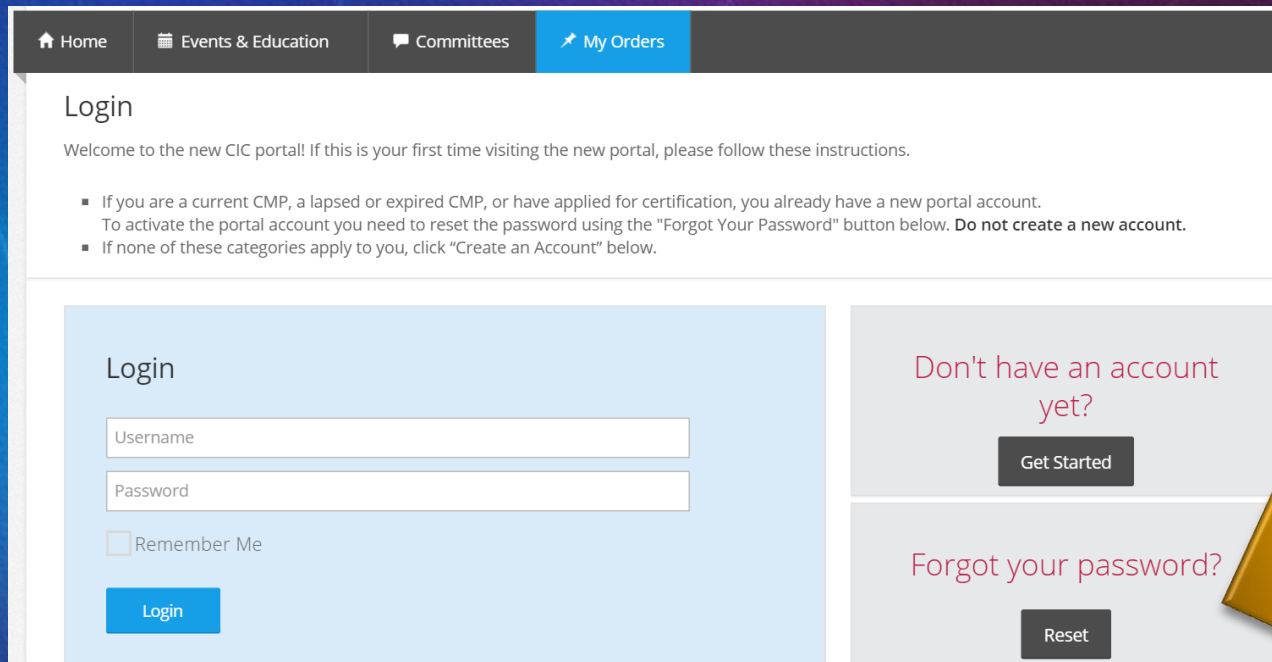
I'm Ready to Recertify!!!!!!!

- Good news! If you have your CMP, you already have a CIC account!
- Never logged in?
 - Go to www.conventionindustry.org
 - Click “login” in the upper right-hand corner



Never used your account?

- You still have an account!
- Click “reset” under “Forgot your password?”



The screenshot shows the CIC portal login interface. At the top is a navigation bar with links for Home, Events & Education, Committees, and My Orders. Below this is a 'Login' section with a welcome message and instructions. A list of instructions follows: if you are a current, lapsed, or expired CMP, you already have an account and should use the 'Forgot Your Password' button; if none of these apply, you should click 'Create an Account'. The login form itself has fields for Username and Password, a 'Remember Me' checkbox, and a 'Login' button. To the right of the form are two links: 'Don't have an account yet?' with a 'Get Started' button, and 'Forgot your password?' with a 'Reset' button. A large yellow arrow points from the right side of the image towards the 'Reset' button.

Home Events & Education Committees My Orders

Login

Welcome to the new CIC portal! If this is your first time visiting the new portal, please follow these instructions.

- If you are a current CMP, a lapsed or expired CMP, or have applied for certification, you already have a new portal account. To activate the portal account you need to reset the password using the "Forgot Your Password" button below. **Do not create a new account.**
- If none of these categories apply to you, click "Create an Account" below.

Login

☐ Remember Me

Don't have an account yet?

Forgot your password?

- Just make sure that you input the email associated with your CIC records

The Process of Recertifying...

****UPDATE**

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.

Deadlines and Fee\$...

SUBMISSION AND APPLICATION FEES*

CMP recertification fee, January 1–April 30	\$200 USD
CMP recertification fee, May 1–August 31	\$225 USD
CMP recertification fee, September 1–December 31	\$250 USD
CMP-HC recertification fee	\$150 USD
CMP lapsed certification fee	\$350 USD
CMP emeritus fee	\$200 USD
CMP certificate reprint fee	\$25 USD

- All deadlines reflect the date the CIC should RECEIVE your materials and fees
- All fees are subject to change at any time



*Paying fees online: *** UPDATE*

1. Click “Login” in the upper right-hand corner of www.conventionindustry.org
 - 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”

I missed the deadline ...

- You are considered “lapsed.” Hope is not lost!
 - You have until March 31 to get your recertification application in.
 - You’re considered “inactive” and can’t use the CMP designation.
 - Your recertification points still have to come from the 5 years before your original deadline ... new CE hours from Jan 1 – March 31 don’t count!
 - If you miss the recertification deadline, you must reapply and re-pass the CMP exam.

Emeritus Status...

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

- at least 59.5 years of age;
- retired and is no longer working full time in the meetings industry (working no more than 20 hours/wk)
- maintained an active CMP status in good standing for at least 10 consecutive years
- Submit the required application, proof of age, and fee of \$200 USD
- Send letter to CIC with:
 - Why you want to keep your CMP
 - Contact info for last employer
 - When you retired and from what position

What's changed?

- Only industry-related degrees count
- Conducting a CMP study group or other prep sessions don't count
- Can only submit through website – NO PAPER!
- You don't have to be employed within the past 12 months
- Can use non-industry-specific hours for 12.5 of your needed hours if the learning objective of the activity relates to one of the domains.
- CMPs in “lapsed status” grace period must submit by Mar 31 or you will lose your cert!
 - If cert expires, must take CMP exam again!

Contact...

CMP/CMM Committee Co-Chairs:

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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