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 5\textsuperscript{th} 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
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
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
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
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?”

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 Fees...

<table>
<thead>
<tr>
<th>SUBMISSION AND APPLICATION FEES*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP recertification fee, January 1–April 30</td>
<td>$200 USD</td>
</tr>
<tr>
<td>CMP recertification fee, May 1–August 31</td>
<td>$225 USD</td>
</tr>
<tr>
<td>CMP recertification fee, September 1–December 31</td>
<td>$250 USD</td>
</tr>
<tr>
<td>CMP-HC recertification fee</td>
<td>$150 USD</td>
</tr>
<tr>
<td>CMP lapsed certification fee</td>
<td>$350 USD</td>
</tr>
<tr>
<td>CMP emeritus fee</td>
<td>$200 USD</td>
</tr>
<tr>
<td>CMP certificate reprint fee</td>
<td>$25 USD</td>
</tr>
</tbody>
</table>

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

7. “Check out” and complete the transaction.
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:
Liz Cherson, CMP
lcherson@greylock.com

Susan Piel, CMP
susan.piel@fireeye.com

For any additional questions on the CMP Recertification process please contact CIC by sending an e-mail to cichq@conventionindustry.org

Presented by the CMP/CMM Committee of MPINCC