

Welcome...

To CMP !



NORTHERN CALIFORNIA
CHAPTER



MEETING PROFESSIONALS INTERNATIONAL

Presented by the CMP/CMM Committee of MPINCC

Today's Discussion...

- The History of CMP & CIC
- What to expect from CMP
- CMP application and registration deadlines
- CMP applications hints
- Quantifying your experience in the meetings and events industry
- Maximizing your points towards the application
- Resources for preparing for the CMP Exam
- CMP U

The History of the CMP & CIC

- What is the purpose of the CIC
- Certified Meeting Professional
- CMP International Standards

Terms found in the CMP International Standards

- Body of Knowledge
- Test Specifications
- Domain
- Skill
- Common Knowledge
- Knowledge
- Ability (Know how to):

CMP Detailed Exam Content

- 10 Domains
- 30 Skills
- 106 Sub Skills

CMP Exam Domains

- Domain A: Strategic Planning - 16%
- Domain B: Project Management – 15%
- Domain C: Risk Management – 8%
- Domain D: Financial Management – 10%
- Domain E: Human Resources – 3%
- Domain F: Stakeholder Management – 8%
- Domain G: Meeting or Event Design – 16%
- Domain H: Site Management – 12%
- Domain I: Marketing – 11%
- Domain J: Professionalism – 1%

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:

- Professional Requirements
 - 3 Options
- Internship or Continuing Education Requirements
 - 2 Options

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 in hospitality 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 key topic 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 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

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
 - 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

Deadlines and Fee\$...

	3 rd Quarter 2012	4 th Quarter 2012
Application Submission Period	October 21 – February 3, 2014	February 18-May 9, 2014
CIC Exam Registration	February 20-March 14, 2014	May 27 - June 10, 2014
Exam Appointment Scheduling	March 25 - May 7, 2014	June 26 - August 6, 2014
Exam Period	May 8 - 17, 2014	August 7 - 16, 2014

CMP Program Fees	
CMP Application Submission Fee	\$250 USD
Exam Registration Fee	\$450 USD
Exam Cancellation Fee	\$100 USD



* All deadlines reflect the date the CIC should RECEIVE your materials and fees

Preparing for the Exam...

- 4 Study References to purchase or borrow*:
 - 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)
- CMP U – presented by MPINCC
- Other Resources you may consider:
 - PCMA CMP Exam Prep Suite (Online Prep Course endorsed by the CIC)

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

Study References...



8th Edition CIC Manual



1st Edition CIC International Manual

Current APEX Glossary



5th Edition PCMA Manual



Eligibility

- Beginning October 1, 2011 candidates will have 1 year from the time 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)

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 Committee of MPINCC

CMP U

- 11 Sessions on various Saturdays, January – June
 - 1st session – informational
 - Last session – mock exam
- A network of CMPs to help you prepare for the exam
- Best test taking tips
- Practice quizzes
- Earn CEUs towards qualifying for CMP exam
- Opportunity to form study groups with other CMP candidates

Contact...

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Speaking with Melissa Biele, CMP today:

Eve Schmitt, MBA, CMP, CEM

eschmitt@vmware.com

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

cichq@conventionindustry.org

Who are our speakers?



Joel Costa, CMP
Director of Sales & Marketing
San Jose Marriott

Josh Adams, CMP
Vice President of Sales
Streamline events



Who are our speakers?



Lisa Burkett, CMP CMM
Manager, Member Services &
Events, The Leadership Institute

Dana Marshall, CMP CMM
Principle, Meetings Defined



Who are our speakers?



Carlee Duncan, CMP
Meeting & Events Manager
American Academy of
Ophthalmology

Pat Zollman, CMP CMM
Regional Director, Helms Briscoe



Who are our speakers?



Marilee Sonneman, CMP, DMCP
Founder at Spotlight Events

Sharon Marsh
Meetings Group Manager at
Medtronic

