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!
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
Education and bringing 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 in 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 the CMP-IS for study guidelines and to confirm CEUs relate to domain areas.
4. Study using all Reference Materials
5. Register and complete the Exam
6. Re-certify your designation every 5 years
### Deadlines and Fees...

<table>
<thead>
<tr>
<th>CMP Program Fees</th>
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</thead>
<tbody>
<tr>
<td><strong>CMP Application Submission Fee</strong></td>
<td>$225 USD</td>
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<tr>
<td><strong>Exam Registration Fee</strong></td>
<td>$450 USD</td>
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<tr>
<td><strong>Exam Cancellation Fee</strong></td>
<td>$125 USD</td>
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</tbody>
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* 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)
Beginning July 2012 CIC offers CBT for the CMP Exam

Paper exams are no longer available

Testing is provided at Prometric centers

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=vlFalulKa80s 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)
- 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...**

- January 2013 through June 2013 – Crowne Plaza Cabanas, Palo Alto
- 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 and create your own study groups as you participate in CMP U.
CMP U...

Topics from Audio Visual to F&B to Technology to cover all domains in 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
Preparing for the Exam...

4 Study References to purchase or borrow*:  *If you borrow, make sure you have the current editions!

- CIC Manual 8th Edition ($65.95 USD)
- PCMA Professional Meeting Management 5th Edition ($79.95 USD)
- CIC International Manual 1st Edition ($79.95 USD)
- APEX Glossary (download or purchase) ($35.00 USD)
- IAEE: Guidelines for Display Rules & Regulations (supplement to CIC 8th Edition) (free link on CIC website)

* If you borrow, make sure you have the current editions!
Study Group Resources...

CMP U – presented by MPINCC in partnership with our generous host Crowne Plaza Cabanas, Palo Alto.

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 - Professional Development - CMP Program

PCMA CMP Exam Prep Suite (Online Prep Course endorsed by the CIC)
Study References...

- 1st Edition CIC International Manual
- Current APEX Glossary
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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For any additional questions on the CMP Certification process please contact CIC by sending an e-mail to cichq@conventionindustry.org

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