



CERTIFIED MEETING PROFESSIONAL®

# 2017 RECERTIFICATION HANDBOOK

---



This handbook contains all the policies and procedures related to recertifying your CMP. It is your responsibility to be aware of these guidelines and to meet all required deadlines. **This version of the CMP Recertification Handbook was released on March 13, 2017. It supersedes all previous versions.**

## CONVENTION INDUSTRY COUNCIL CONTACT INFORMATION

---

If you have any questions about the policies and procedures for the CMP application and exam, contact CIC.

### EMAIL

---

**For faster service, please select the email address most appropriate for your topic:**

#### **CMP Application and Recertification**

[certification@conventionindustry.org](mailto:certification@conventionindustry.org)

- General inquiries (e.g., deadlines, documentation)
- Specific application inquiries (e.g., confirm receipt)
- Financial (e.g., payment receipts, refunds)
- Appeals

#### **Web/CMP Account Support**

[accountsupport@conventionindustry.org](mailto:accountsupport@conventionindustry.org)

- Contact information updates
- Login assistance
- Navigating the website(s)
- Publication orders

#### **CMP Continuing Education Providers**

[continuinged@conventionindustry.org](mailto:continuinged@conventionindustry.org)

- CE review form submissions
- CMP International Standards inquiries

### Maintaining Your Contact Information

CIC makes every effort to keep the most current contact information for applicants, candidates, and CMPs. If you get married, move, or change jobs, let us know! You can update your contact information at any time through your online account.

**CIC COMMUNICATES VIA EMAIL. PLEASE ADD OUR EMAIL TO YOUR PERSONAL EMAIL CONTACT LIST.**

## OFFICE HOURS

---

CIC office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. (08:30 – 17:00) U.S. Eastern Time.

## WEBSITE

---

The CIC website, [www.conventionindustry.org](http://www.conventionindustry.org), is a valuable resource for CMPs and those aspiring to be. In addition to CMP program information, the site includes a directory of active CMPs. Policy changes, date changes, and new programs are updated on the website.

## ADDRESS

---

Convention Industry Council  
700 N Fairfax Street  
Suite 510  
Alexandria, VA 22314

## PHONE

---

+1 571-527-3116

## FAX

---

+1 571-527-3105

All rights reserved. Convention Industry Council ©2016

# Contents

---

<b>CONVENTION INDUSTRY COUNCIL CONTACT INFORMATION</b>	<b>1</b>
<b>Email</b>	<b>1</b>
<b>Maintaining Your Contact Information</b>	<b>1</b>
<b>OFFICE HOURS</b>	<b>2</b>
<b>WEBSITE</b>	<b>2</b>
<b>ADDRESS</b>	<b>2</b>
<b>PHONE</b>	<b>2</b>
<b>FAX</b>	<b>2</b>
<b>Contents</b>	<b>3</b>
<b>ONLINE APPLICATION SUBMISSIONS!</b>	<b>5</b>
<b>Getting Started</b>	<b>5</b>
<b>CMP PROGRAM CHANGES</b>	<b>5</b>
<b>Defining Industry-specific</b>	<b>6</b>
<b>RECERTIFICATION AT A GLANCE</b>	<b>6</b>
<b>WHY RECERTIFY?</b>	<b>6</b>
<b>CMP INTERNATIONAL STANDARDS AND THE 9 DOMAINS</b>	<b>7</b>
<b>The 9 Domains</b>	<b>7</b>
<b>APPLYING FOR RECERTIFICATION</b>	<b>8</b>
<b>Tips on Submitting Continuing Education Activities</b>	<b>8</b>
<b>Top Six Reasons Continuing Education Activities Are Not Approved for CMP Credit</b>	<b>8</b>
<b>When Is My Recertification Application Due?</b>	<b>9</b>
Submitting Your Application Early	9
Submitting Your Application Late	9
<b>What Information Should Be Included in My Application?</b>	<b>9</b>
<b>PROFESSIONAL EXPERIENCE – 1 OF 2 OPTIONS</b>	<b>9</b>
Option 1 – Professional Experience	9
Option 2 – Professional Experience in Academia	9
<b>CONTINUING EDUCATION – 1 of 3 Options</b>	<b>10</b>
Option 1 – Professional Experience and 25 Clock Hours of Continuing Education	10
Option 2 – Professional Experience and 15 clock hours of continuing education and 3 industry support activities	10
Option 3 – Professional Experience and Formal Education	11
<b>Application Documentation for Continuing Education</b>	<b>11</b>
Application Documentation	11
<b>Important Reminders</b>	<b>12</b>

<b>CMP Preferred Provider Program</b>	<b>12</b>
Defining Clock Hours	13
<b>Documenting Your Industry Support Activities</b>	<b>13</b>
Membership in an Industry Organization	13
Volunteer Leadership Role in Meeting Industry Organization	14
Author of a Published Industry-Specific Article	14
Speaker at an Event on an Industry-Specific Subject	14
Participate in a CMP Application Review	14
Participate in a CIC-Sponsored Panel	15
<b>Submitting Your Recertification Application</b>	<b>16</b>
<b>APPLICATION REVIEW</b>	<b>16</b>
If Your Application is Approved	16
If Your Application is Denied	16
Failure to Recertify	17
Application Appeal	17
<b>CMP Payment Policies and Fees</b>	<b>18</b>
<b>The CMP-HC SUBSPECIALTY</b>	<b>18</b>
CMP-HC Recertification Requirements	18
<b>EMERITUS STATUS</b>	<b>19</b>
<b>BECOME A CMP PROGRAM VOLUNTEER!</b>	<b>20</b>
<b>CERTIFIED MEETING PROFESSIONAL (CMP) PROGRAM</b>	<b>20</b>
<b>CIC CONFIDENTIALITY POLICIES</b>	<b>21</b>
<b>Non-Discrimination</b>	<b>21</b>
<b>ABOUT THE CONVENTION INDUSTRY COUNCIL</b>	<b>21</b>
<b>ABOUT THE CMP GOVERNANCE COMMISSION</b>	<b>21</b>

## ONLINE APPLICATION SUBMISSIONS!

---

In 2015, CIC introduced our new online application portal. With the new online portal, you can:

- Keep track of your continuing education sessions online.
- Upload supporting documentation (e.g., event registration information, session descriptions, resume, transcripts.)
- Submit your recertification application online. (Applications may only be submitted during the last year of your certification cycle.)

### Getting Started

**All CMPs already have an online account. Please do not create a new one.** The first time you login to the new online system, you'll need to reset your password.

Here's how:

- Click on "Login" in the upper right-hand corner of [www.conventionindustry.org](http://www.conventionindustry.org). Click on "Forgot Your Password?"
- Enter the email associated with your CIC records and you will receive a return email with instructions for proceeding.

Once your password has been reset, you'll use your email and your new password to access your online account.

Please make sure to check all your contact information once you've accessed your account.

**Note: CIC no longer accepts paper applications. All materials must be submitted online.**

## CMP PROGRAM CHANGES

---

The CMP Governance Commission reviews and updates the policies of the CMP Program based on best certification practices. Following are recent policy changes:

- Effective January 1, 2015, only industry-related higher education degrees will be accepted on exam and recertification applications.
- Effective January 1, 2015: Conducting a CMP study group or other preparatory sessions will not count for recertification credit. (See Industry-Support section for information about presenting continuing education at a study group, which will count for credit in the "Speaker" category.)
- Effective January 1, 2015: All exam or recertification applications must be submitted through the CIC online portal. Paper exam or recertification applications will not be accepted.
- Effective June 15, 2015: Applicants do not have to be currently or recently employed (in the past 12 months).
- Effective January 1, 2016, continuing education requirements for the CMP recertification have been modified: of the 25 clock hours needed to be eligible for recertification, 50% (12.5 hours) may be non-industry-specific if the learning objective of the activity relates to one of the 9 domains in the CMP

International Standards. If applying under Option 2, 7.5 hours may be non-industry-specific. See the Continuing Education section for details.

- Effective January 1, 2016, all CMPs in their grace period (“lapsed status”) must submit their recertification application no later than March 31 or their CMP will be expired. If your certification expires, you must take and pass the CMP exam to become certified again.
- Effective January 1, 2017, an industry-related Associates degree can be used when applying for the CMP exam or for CMP recertification under the “Industry Degree” options.

## DEFINING INDUSTRY-SPECIFIC

The term “industry-specific” is used throughout this handbook. “Industry-specific” is defined as any activity that relates to the hospitality, tourism, meetings, conventions, exhibitions and events industry and can be tied to one of the 9 domains in the CMP International Standards.

## MAINTAINING YOUR CMP

### RECERTIFICATION AT A GLANCE

- Accumulate required professional experience and continuing education hours
- Submit your online recertification application every 5 years
- Begin a new 5-year certification cycle

### WHY RECERTIFY?

Earning the CMP designation demonstrates your mastery of the knowledge and skills needed to be a successful meeting professional. But it doesn't end with the exam. Carrying the CMP designations shows that you have made a commitment to stay informed about the current practices and emerging trends in the industry by recertifying your CMP every five years.

Your certification cycle expires on December 31 of your fifth year. So, for instance, if you achieved your CMP designation in May 2016, it will expire on December 31, 2021.

To recertify, you will need to provide proof of the following:

- 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 three industry-support activities.

**All your recertification activities must have taken place in your 5-year certification cycle.**

Five years can creep up on you, so CIC suggests that you start accumulating your continuing education activities right away – 5 hours a year is a lot less daunting than

25 hours in one year! And keep track of them in your online profile. It's easier to file your activities as you complete them rather than trying to find the documentation at the last minute.

It is your responsibility to keep track of your recertification due date, which is included on your CMP certificate. CIC will also send you periodic emails about your designation deadlines. All CMPs receive our monthly publication *CMP Today*, which includes information on industry trends, upcoming activities, recertification tips, and more. Please be sure to keep your contact information up to date in your online profile. **About 99 percent of our correspondence is email: If you move or change jobs, let us know!**

## CMP INTERNATIONAL STANDARDS AND THE 9 DOMAINS

---

All continuing education activities must be industry specific and align with one of the Domains in the [CMP International Standards \(CMP-IS\)](#) in order to count toward your recertification requirements.

In 2016, the standards were updated again (the last update was in 2012). These updates will be included on the CMP exam beginning in May 2017. In most cases, the standards remained the same; however, in some cases, the skill statements were modified to be more concise but their meaning remained the same. Other changes to the standards include:

- In some cases, skills and/or sub skills were deleted because they were already addressed in another domain.
- All “Common Knowledge” statements were eliminated. This information was redundant from one domain to the next and is not included on exam.
- Domain J: Professionalism was eliminated because these knowledge statements are included in the CMP Standards of Ethical Conduct, which all CMPs and potential CMPs are required to sign and agree to abide by.

The International Standards are the body of knowledge on which all parts of the CMP program are based. The standards were developed by subject matter experts who hold the CMP designation and who are working in the field. The standards are updated every five years to ensure that they reflect the current knowledge needed to be a successful meeting professional.

### The 9 Domains

The CMP-IS encompasses 9 domains, 28 skills, and 84 sub skills. The 9 domains encompass the major knowledge areas required to be a meeting professional:

1. Strategic Planning
2. Project Management
3. Risk Management
4. Financial Management
5. Human Resources
6. Stakeholder Management
7. Meeting or Event Design
8. Site Management
9. Marketing



## APPLYING FOR RECERTIFICATION

Your recertification application must show that you are currently or recently employed in the meeting industry and that you have participated in continuing education or industry-support activities.

Many professional development activities will help you do your job better or comply with company policies, and it's important that you participate in these activities. However, **if the activity does not specifically align with one of the 9 domains of the CMP-IS, it won't count for recertification credit.**

### Tips on Submitting Continuing Education Activities

1. List each SESSION you attended, not just the entire event. For instance, if you attended ABC's annual convention, you will need to report each continuing education session you attended and make sure the subject matter is aligned with one of the 9 domains in the [CMP International Standards](#). **For each entry, you will need to upload one scan that includes two documents: proof that you attended the event (event registration confirmation, name badge) AND a session description provided by the hosting organization.**
2. If you attended an event that has been pre-approved through CIC's new Preferred Provider Program, your attendance will be loaded into your online account (please allow 2 weeks after the event has ended). For Preferred Provider Programs, you don't need to list each session; just the amount of approved sessions you attended (these will be marked on the onsite program). Each time your attendance at a Preferred Provider Program has been uploaded into your account, you will receive an email from CIC requesting that you report your hours. If you don't receive this email, it is because the email you provided the host organization does not match your email in the CMP profile. And that's ok, you'll still get credit, you'll just need to self-report your attendance following the steps outlined in #1 above.

### Top Six Reasons Continuing Education Activities Are Not Approved for CMP Credit

1. The continuing education (CE) **activity is a personal, not professional,** development. Common examples of these sessions include: How to Minimize Stress in Your Life, How to Network, Dressing for Success, and Personal Branding Tips.
2. The session **does not align with one of the 9 domains** in the [CMP International Standards](#) (CMP-IS). Make sure you are familiar with the knowledge and skills outlined in the CMP-IS before you submit your activity.
3. The activity took place **outside your five-year certification cycle**. All CMP CEs must take place in your certification cycle. Although you can still submit your recertification application when you are in "lapsed" status (year six), your application can only include CEs that were obtained during your five-year cycle. **Beginning in January 2016, the "lapsed" period has changed from one year to three months. All "lapsed" CMPs must submit their recertification application by March 31<sup>st</sup> to remain certified.**
4. **Not enough information** was provided to align the activity with the CMP-IS. Titles of sessions often don't provide enough information for CIC's application

reviewers to know whether the activity relates to the CMP-IS. When in doubt, provide session descriptions to show how the continuing education activity aligns with one of the 9 domains.

5. The **education degree is not industry-specific**. Degrees in Hospitality, Event and Meeting Planning, and Tourism will count for CMP credit. Degrees in Communication, Marketing or Business will not count for credit.
6. **The CE was company-specific**. In-house educational activities are not accepted if the learning objectives are company-specific.

## When Is My Recertification Application Due?

Recertification applications are due by December 31 in the year your certification cycle ends. You may submit your application at any time during that year, but CIC does not accept recertification applications before your expiration year. Your end date is on your certificate and noted in your online account.

### Submitting Your Application Early

If you submit your recertification application early in your fifth year, your certification start date will still start where the last one ended. For instance, if your recertification is due December 31, 2016, and you submit your application in January 2016, your cycle begin date will still start on January 1, 2017. **Any continuing education completed after your application has been submitted but before your next cycle start date cannot be carried forward to your next certification cycle.**

### Submitting Your Application Late

CMPs can submit their recertification application up to three months after your certification cycle date (December 31<sup>st</sup>). Please note that all your recertification activities must have been completed before your December 31 cycle end date. The fee for submitting your application during the three-month grace period is \$350.

## What Information Should Be Included in My Application?

The recertification process covers two areas: professional **experience** and **continuing education**. You must provide information for both areas to maintain your CMP designation.

### PROFESSIONAL EXPERIENCE – 1 of 2 Options

You must select one of two options for the **Experience** section of the application.

#### Option 1 – Professional Experience

- You must have been employed in the industry full time or part time for a minimum of 36 of the past 60 months
- You must provide a short job description on the online application and must also upload **a resume or CV**. The experience you list on your resume should demonstrate meeting management responsibilities or your role in contributing to the planning, execution, and results of meetings.

#### Option 2 – Professional Experience in Academia

- You must have been 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**.

- Your application must include **an official course outline or syllabus** and must show that your experience was completed at the time you submit your application.

## CONTINUING EDUCATION – 1 of 3 Options

In addition to your professional experience, you must also select one of three options for the **Education** section of the application. **It is IMPORTANT to select the correct application type in your online record. If you select the wrong one, you'll need to start the application over.**

### Option 1 – Professional Experience and 25 Clock Hours of Continuing Education

- You must document 25 clock hours of educational activities in the past five years. Up to 12.5 of these hours may be non-industry-specific activities IF the subject matter aligns with one of the 9 domains in the CMP-IS (e.g., project management or financial management).
- Activities may be face-to-face conferences, webinars (both live and on-demand), classes, or individual sessions.
- The subject matter of the activities must relate to one of the 9 domains in the CMP International Standards.
- You must upload **both proof of attendance and a session description** for **each session** you attended. If you attend sessions that have been pre-approved by CIC through the Preferred Provider Program, your attendance will be automatically loaded into your online account and you will not have to list each session separately. (See “CMP Preferred Provider” section below for details.)
- You are not required to have educational activities in all 9 domain areas.

### Option 2 – Professional Experience and 15 clock hours of continuing education and 3 industry support activities

- You must document 15 clock hours of educational activities in the past five years. Up to 7.5 of these hours may be non-industry-specific activities IF the subject matter aligns with one of the 9 domains in the CMP-IS (e.g., project management or financial management).
- Activities may be face-to-face conferences, webinars (both live and on-demand), classes, or individual sessions.
- The subject matter of the activities must relate to one of the 9 domains in the CMP International Standards.
- You must upload **both proof of attendance and a session description** for **each session** you attended. If you attend sessions that have been pre-approved by CIC through the Preferred Provider Program, your attendance will be automatically loaded into your online account and you will not have to list each session separately. (Certain restrictions apply. See “CMP Preferred Provider Program” section below for details.)
- You are not required to have educational activities in all 9 domain areas.

**In addition, you must have participated in at least three of the following industry support activities:**

- Membership in a meeting/hospitality industry organization (Note: you may get one credit for each year you are a member during your five-year certification cycle up to three credits)
- Volunteer leadership role in a 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 (e.g., Standard Setting Panel, Item Writing or Review Panel, or Job Analysis Panel)

**Option 3 – Professional Experience and Formal Education**

- You must have earned an associate's degree or higher or its international equivalent in **an industry-specific field** within the past five years (e.g., a degree in Hospitality Management, Event and Meeting Management, Hotel Management, etc.).
- General business degrees (for instance, business, communications or marketing) will not be accepted for this option but some of the courses in your degree program – if they are industry-specific – may be used for CE credit under Option 1 – Continuing Education.
- To receive credit, a transcript from the institution or a copy of the degree or diploma must be uploaded into your online profile.
- If the degree or diploma is presented in a language other than English, a translation must be provided.

**Application Documentation for Continuing Education**

**Application Documentation**

On your online application, you will be asked for:

- Sessions/course titles
- CMP-IS domain to which each activity relates
- Program sponsors/providers
- Locations
- Dates
- Clock hours

**To receive credit for your continuing education activities, CIC will need proof that you attended the session and a session description.** Sometimes, a session's title will be enough to ensure this alignment (for instance, "Risk Management for Meeting Professionals"). In these cases, attendance documentation will be enough. When the title is not clear (for instance, "How to Float Their Boat") you will also need to provide a session description too. When in doubt, please provide both. Only a certain percentage of your continuing education may be general education activities that are not industry-specific (for example, general project management, marketing, communication, or financial management courses). See Continuing Education Option 1 or 2 above for more information.

**To confirm attendance**, your documentation can include:

- Registration confirmation
- Payment receipt
- Organization transcript
- Certificate of completion
- Name badge

**To confirm alignment with the CMP International Standards**, your documentation can include:

- Course description from the host organization
- Course syllabus
- Onsite program

**For each continuing education entry, make one pdf scan of all documents.**

## Important Reminders

When filling out the application, make sure that:

- Your meeting and event experience is defined as being employed within the industry in a position with responsibilities and decision-making authority that would affect the results of the meeting.
- Your experience and coursework have been completed at the time the application is submitted.
- You have not listed volunteer work, which does not count toward fulfilling the professional experience requirement.
- You have included all your documentation (e.g., resume or CV, proof of continuing education activities).

## CMP Preferred Provider Program

If your continuing education activity has been pre-approved through the CMP Preferred Provider Program your attendance will be uploaded into your online profile. You only need to claim the amount of hours you spent in pre-approved sessions. Please allow two weeks after the event has ended for your attendance to be recorded in your account. You will receive an email from CIC when the activity has been loaded into your account. **The email address you provide the host organization must match the email address in your online profile for the information to be transferred.** Host organizations that participate in the CMP Preferred Provider Program will indicate on their materials which activities have been approved for CMP credit. If your email address does not match, you can still receive credit by self-reporting your attendance at each session (see above for information on submitting session information).

### How to Claim Preferred Provider Hours

- Receive the email from CIC indicating your attendance has been loaded into your account.
- Login to your online account.
- Click "Add or Edit Continuing Education" button at bottom of page.
- Select "Edit" for the event.

- **Record only the total number of clock hours for the sessions you attended. You do not need to list each pre-approved session separately.** (Clock hours are awarded on an hour-for-hour basis, so a 90-minute session would be 1.5 hours.)
- Click “Submit.”

**Note:** General education activities that are not meeting-specific are not pre-approved through the Preferred Provider Program and must be reported on your application on a session-by-session basis.

### Defining Clock Hours

- Clock hours are the direct amount of time spent in the classroom/session, calculated down to the quarter hour. CIC uses the quarter hour to represent partial hours, including 15 minutes (0.25), 30 minutes (.0.50), and 45 minutes (0.75). An example would be a 90-minute session = 1.5 clock hours.
- CEU conversion: 0.1 CEU = 1 clock hour

CEUs-TO-CLOCK-HOURS CONVERSION CHART				
<b>Duration of instruction in minutes</b>	60	90–120	121–180	181–240
<b>CEUs</b>	0.1	0.2	0.3	0.4
<b>Clock hours</b>	1.0	1.5–2.0	2.5–3.0	3.5–4.0

### Documenting Your Industry Support Activities

CIC encourages CMPs to be actively involved in the industry. Industry participation allows CMPs to contribute to the field and offers opportunities for professional development and advancement. You can document these activities the following ways.

**Policy update:** Beginning in 2015, CIC will no longer accept “CMP study group leader” as an industry-support activity. However, if you present educational materials at a CMP study group, you may submit that under the “Speaker” Industry-Support option. To receive credit, you must supply a course or session syllabus that demonstrated that you are presenting subject matter that aligns with the CMP International Standards.

Study group leaders cannot get credit for simply managing or facilitating a group but not imparting knowledge of the CMP International Standards.

### Membership in an Industry Organization

To receive credit in this section, memberships must be individual, not corporate. Past memberships are acceptable if the membership was active at one time during the past five years. You may report one industry-support activity for each year you were a member of the organization, provided that membership fell within your five-year certification cycle. Membership includes local and regional organizations/chapters

as well as national and international organizations; however, the state or regional organization must have a separate membership from the national/international organization.

If the organization is not one of the Convention Industry Council's member organizations, the organization's mission statement and website must be included (see our website for a full list of CIC member organizations).

Acceptable forms of documentation include one the following:

- Copy of a membership card
- Copy of a receipt for paid dues
- Letter from the organization validating membership
- Copy of your name in the membership directory
- Copy of your member profile from the organization website

### **Volunteer Leadership Role in Meeting Industry Organization**

For credit in this option, you must sit on a board, committee, or task force whose mission is to advance the state of the meeting industry. Acceptable forms of documentation include one of the following:

- Letter from the board, committee, or task force chair indicating the dates of your term
- Letter from the organization indicating the dates of your term
- Copy of the board/committee/task force roster from the website, including the dates of your term

### **Author of a Published Industry-Specific Article**

To receive credit, you must have written an article that appeared in a recognized national or regional publication. An article that appears in more than one publication may be counted only once.

Acceptable forms of documentation include one the following:

- Copy of the article from the publication, with your name in the byline
- Scanned printout of the online publication

### **Speaker at an Event on an Industry-Specific Subject**

To receive credit, you must have spoken about industry topics at meetings and educational programs. You may not claim credit for in-house staff meetings. Acceptable forms of documentation include one the following:

- Letter from the organization that hosted the speaking engagement
- Copy of the session description from the event program book

**Note:** If you make the same presentation at multiple events, you may only report it once on your application.

### **Participate in a CMP Application Review**

To receive credit, you will need an official letter or email from CIC.



### **Participate in a CIC-Sponsored Panel**

To receive credit, you must have been recruited to serve on a CIC-sponsored panel. Panels include, but are not limited to, Standard Setting Panel, Item Review Panel, and Job Analysis Panel. You will need to provide an official letter or email from CIC.



## Submitting Your Recertification Application

Use the following list to help you fill out your application:

- You are aware of and meet all deadlines. Recertification applications are due by December 31 in your fifth year. (Your end date is on your certificate as well as in your online account.)
- Your meeting and event experience is defined as being employed within the industry in a position with responsibilities and decision-making authority that would affect the results of the meeting.
- Your required professional experience and continuing education activities have been completed at the time the application is submitted.
- Your continuing education activities took place during your five-year certification cycle.
- You have not listed volunteer work, which does not count toward fulfilling the professional experience requirement.
- You have uploaded all supporting documentation into your online account. All documentation (e.g., resume or CV, transcripts, diplomas, session descriptions or certificates of completion) must be submitted in English or accompanied by English translations. **You will not be permitted to provide additional activities after you submit your application to CIC.**

CIC recommends – but does not require – submitting more than the minimum amount of continuing education activities in case one or some are not approved for CMP credit.

Submit your online application form (including your supporting documentation) and fee payment to CIC by the deadline: **11:59 pm (23:59) US Eastern Time, December 31 of your recertification year.**

## APPLICATION REVIEW

---

The online application portal has made it possible for CIC to convert to a recertification application audit process in which a specific percentage of applications are randomly selected for an in-depth review. Please allow 3-5 weeks for the application review process to be completed.

### If Your Application is Approved

You will receive a new certificate in the mail that will show your new certification cycle dates. Your new certification dates will start where your previous cycle ended. Submitting your application early in your fifth year OR late (e.g., in your “lapsed” or grace period) will not change your next cycle start date.

### If Your Application is Denied

You will receive an email stating the reasons your recertification was not accepted. Typical reasons a recertification application is not approved:

- Your application did not meet the minimum requirements.
- Some or all your continuing education activity did not align with one of the 9 domains in the CMP-IS.

- Your documentation did not include enough information to verify that the continuing education aligned with one of the 9 domains in the CMP-IS (to avoid this, please include a course or session description with each entry.)
- Your degree was not industry-specific

If you choose to reapply, you must complete a new application and pay the application fee again. You may only submit a new recertification application if you are still within your recertification year (the fifth year of your certification cycle) or during the 90-day grace period ("lapsed" status). Your recertification activities must have taken place during your five-year certification cycle.

### Failure to Recertify

If you fail to recertify by December 31 of your expiring year, your certification enters into lapsed status for 90 days, ending on March 31 of the following year. During this time, you are eligible to recertify and return to active status; however, until active status is restored, all CMP benefits are suspended. Lapsed CMPs are not permitted to use the CMP designation or to attend or participate in CMP events. Subscriptions to CMP newsletters are suspended, and lapsed CMPs are removed from the CMP Directory. When you recertify after your status has lapsed, you must meet all current recertification requirements, and you will pay an additional fee. **Any activities you report on the application for recertification must have taken place during your five-year cycle and not during your lapsed status period.**

Recertification is not permitted after the lapsed status period expires. Former CMPs who are interested in regaining their certification must requalify through the application process and must pass the CMP examination.

### Application Appeal

If your recertification application is denied, you have one (1) opportunity within fourteen (14) calendar days of the notice to appeal the application decision. This appeal process is the applicant's opportunity to clarify or provide further explanation of any items that were disallowed or found to not meet requirements by the reviewers. Applicants may submit clarifying information for consideration that supports what has already been submitted.

Appeals must be submitted in writing to the CIC office and include a cover letter addressed to the Certification Director. Appeals will be accepted via email: [certification@conventionindustry.org](mailto:certification@conventionindustry.org) (subject line must read: CMP Application Appeal—Applicant's Name)..

Appeals may not include additional continuing education activities that were not included in the initial application. Appeals are not allowed for applications in which information was misrepresented. Applications containing fraudulent or willfully misrepresented qualifications will result in the permanent disqualification of the applicant.

The parties in the appeal process are strictly limited to the applicant, CIC Staff and the CMP Governance Commission. Applicants should refrain from engaging any other parties to write letters of support, make telephone calls or otherwise attempt

to influence the appeal process. Doing so may result in immediate termination of the appeal.

## CMP PAYMENT POLICIES AND FEES

Fees may be paid by credit card (VISA, Master Card, American Express), international bank transfer, money order, cashier's check, or personal check made payable to Convention Industry Council. All check payments must be in US dollars drawn on a bank with a US address. A \$25 service charge will be assessed for any declined or returned payment, including returned checks or chargeback by a financial institution. In the event this occurs, the service charge will be added to the total amount due, and CIC will only accept payment by money order, certified check, or wire transfer. Any outstanding fees must be paid before you may proceed to the next step in the application process. Application fees are nonrefundable and nontransferable.

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

\*Fees and applications must be submitted by deadline. If paying by check, the payment must be received by the submission deadline. Applications are reviewed once payment is received. If payment is received after deadline, additional funds will be required before application is reviewed. All fees are subject to change at any time.

## THE CMP-HC SUBSPECIALTY

In 2014, CIC launched the Certified Meeting Professional healthcare subspecialty (CMP-HC) program to address the needs of a growing number of CMPs who handle meetings in the healthcare industry. Those seeking this certification must first pass the CMP exam.

The CMP-HC is designed to validate CMPs who have demonstrated a superior understanding and mastery of the specific regulations, laws, and best practices that must be followed in planning, managing, and conducting healthcare-focused meetings.

### CMP-HC Recertification Requirements

To maintain your CMP-HC, you must maintain your CMP by recertifying every five years and must also satisfy additional requirements of the subspecialty. After the first

recertification cycle, your CMP and CMP-HC designations will sync so you only have to keep track of one recertification date.

To recertify the CMP-HC, you must complete 15 clock hours of continuing education activities specifically related to the CMP-HC Standards. **This is in addition to the clock hours needed for the CMP recertification.** The CMP-HC hours will be prorated in the first certification cycle to sync with your CMP recertification cycle.

IF YOU PASS THE CMP-HC IN 2016	YOU WILL NEED THIS MANY CMP-HC CLOCK HOURS (IN ADDITION TO YOUR CMP HOURS)
And your CMP recertification is due 12/31/2020	12
And your CMP recertification is due 12/31/2019	9
And your CMP recertification is due 12/31/2018	6
And your CMP recertification is due 12/31/2017	3
And your CMP recertification is due 12/31/2016	0

Note that your CMP-HC recertification application is separate from your CMP recertification application. You must submit your CMP recertification application before you will be able to submit your CMP-HC recertification application.

Industry support activities may not be used for the CMP-HC recertification. To recertify your CMP-HC, you will need either 25 CMP hours and 15 CMP-HC hours (for a total of 40 clock hours) **OR** 15 CMP hours, three industry-related support activities, and 15 CMP-HC hours.

If your CMP designation lapses, your CMP-HC certification will automatically lapse as well. You may not hold the CMP-HC without the CMP.

## EMERITUS STATUS

Emeritus status is an honorary status CIC bestows on those who have been actively certified and then retire from the field. This allows you to keep your designation although you are no longer working in the meetings industry and therefore are unable to meet recertification requirements.

Retired CMPs may qualify to receive Emeritus status if they meet all the following requirements:

- Are at least 59.5 years of age
- Are a CMP in good standing (e.g., not lapsed or expired) and have held your CMP for at least 10 consecutive years

- Retired from full-time employment in the meetings industry (e.g., you cannot work more than 20 hours per week for compensation)

To apply for Emeritus status, please send a letter to CIC stating

- Why you want to keep your CMP
- When you retired and from what position
- Contact information of your last employer (CIC reserves the right to contact former employers to verify your retirement)

The Emeritus application can be found on the CIC website. Your application must include

- Emeritus status request fee of \$200 USD
- Proof of age (e.g., government-issued ID)

Emeritus status has no expiration date and this status will be listed on the CMPs record in the online directory.

## **BECOME A CMP PROGRAM VOLUNTEER!**

---

The CMP exam was developed and is maintained by meeting professionals from all over the world who volunteer their time and expertise to ensure that the program reflects the best practices in the meeting management field. CIC recruits volunteers for all aspects of the program from writing and reviewing exam questions, to updating the CMP International Standards, to setting the passing score and more.

If you are interested in volunteering for the CMP program, please go to CIC's website to download and submit a volunteer form.

(<http://www.conventionindustry.org/CMP/CMPInfo.aspx>).

All volunteers receive recertification credit for their participation.

## **CERTIFIED MEETING PROFESSIONAL (CMP) PROGRAM**

---

The Convention Industry Council (CIC) launched the Certified Meeting Professional (CMP) program in 1985 to enhance the knowledge and performance of meeting professionals, promote the status and credibility of the meeting profession, and advance uniform standards of practice.

Today, the CMP credential is recognized globally as the badge of excellence in the meeting, convention, exhibition, and event industry. The qualifications for certification are based on professional experience and education, and a rigorous exam. The CMP exam was developed and is maintained by meeting professionals from all over the world who volunteer their time to ensure that the program reflects current best practices in the field.

The CMP program aims to increase the professionalism of meeting management professionals in all sectors of the industry by:

- Identifying a comprehensive body of knowledge in the meeting management profession
- Promoting industry standards, practices, and ethics
- Advancing the art and science of meeting management
- Increasing the value of Certified Meeting Professionals to their employers
- Maximizing the value received from the products and services provided by CMPs

More than 11,000 professionals in 55 countries hold the CMP designation. This unique community represents every sector of the industry, from corporations and associations to government and institutional organizations.

## CIC CONFIDENTIALITY POLICIES

---

The identity and all information concerning CMP and CMP-HC applicants and candidates is confidential. CIC communicates all information concerning an applicant's status and candidacy directly to the individual. Application and exam results are not provided over the phone or to any third party. Individuals should refrain from engaging other parties to write letters of support, make telephone calls, or otherwise attempt to influence the process. Doing so may result in immediate termination of the applicant's or candidate's participation in the program.

## NON-DISCRIMINATION

---

The Convention Industry Council does not discriminate against applicants on the basis of race, color, creed, gender, age, religion, national origin, ancestry, disability, military status, sexual orientation, marital status, or family status.

## ABOUT THE CONVENTION INDUSTRY COUNCIL

---

The Convention Industry Council's 33 member organizations represent over 103,500 individuals and 19,500 firms and properties involved in the meetings, conventions, and exhibitions industry. The mission of the Convention Industry Council is to strengthen the value and sustainability of our members, support the premier credential for the meeting professional, and provide a vibrant, collaborative platform to address critical issues to ensure a thriving events industry. For more information on how your organization can become a member of CIC, go to the CIC Membership Application at

<http://www.conventionindustry.org/CICMembers/OverviewMission>

## ABOUT THE CMP GOVERNANCE COMMISSION

---

The CMP Governance Commission serves as the voice for stakeholders dedicated to maintaining the highest industry standards. The responsibility of the Governance Commission is to establish policies for the CMP and CMP-HC programs.