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 1 February 2019. It supersedes all previous versions.

EVENTS INDUSTRY COUNCIL CONTACT INFORMATION

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

EMAIL

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

CMP Application and Recertification
certification@eventscouncil.org
- General inquiries (e.g., deadlines, documentation)
- Specific application inquiries (e.g., confirm receipt)
- Continuing Education Clarification

Customer Support
info@eventscouncil.org
- Contact information updates
- Login assistance
- Navigating the website(s)
- Publication orders

Maintaining Your Contact Information

Events Industry Council 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.

EVENTS INDUSTRY COUNCIL COMMUNICATES VIA EMAIL. PLEASE ADD OUR EMAIL TO YOUR PERSONAL EMAIL CONTACT LIST.
OFFICE HOURS

Events Industry Council office hours are Monday through Friday from 9:00–17:00 (9:00 a.m. – 5:00 p.m.) U.S. Eastern Time.

WEBSITE

The Events Industry Council website, eventscouncil.org, is a valuable resource for CMPs and those aspiring to be. In addition to CMP programme information, the site includes a directory of active CMPs. Policy changes, date changes, and new programmes are updated on the website.

CONTACT INFORMATION

Events Industry Council

2025 M Street NW, Suite 800

Washington, DC 20036

T +1 202 367 1190

info@eventscouncil.org
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APPLICATION SUBMISSIONS
Use your online portal at www.eventscouncil.org to:

- 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. Click "account login" on the top right-hand counter at eventscouncil.org to access your account.

If you forgot your password...

- Click on “Account Login” in the upper right-hand corner of eventscouncil.org.
- Click on “Forgot Your Password?”
- Enter the email associated with your Events Industry Council 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: Events Industry Council does not accept paper applications. All materials must be submitted online.
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 designation 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 31 December of your fifth year. So, for instance, if you achieved your CMP designation in 2016 May, it will expire on 31 December 2021.

To recertify you will need both education and experience:

**Experience**
- 36 months of professional experience in the event management industry or as an educational instructor in the events field OR
- 24 months with an industry–related degree

**Education**
- 25 clock hours of industry–related activities OR
- Industry internship

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

Five years can creep up on you, so Events Industry Council 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 go 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. Events Industry Council 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). 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 Programme 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 organisation.

2. If you attended an event that has been pre-accepted through Events Industry Council’s Preferred Provider Programme, your attendance will be loaded into your online account (please allow 2 weeks after the event has ended). For Preferred Provider Programmes, you don’t need to list each session; just the amount of accepted sessions you attended (these will be marked on the onsite programme). Each time your attendance at a Preferred Provider Programme has been uploaded into your account, you will receive an email from Events Industry Council requesting that you report your hours. If you don’t receive this email, it is because the email you provided the host organisation 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 pertains to personal and 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 2016 January, the “lapsed” period has changed from one
year to three months. All “lapsed” CMPs must submit their recertification application by 31 March 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 Events Industry Council’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 31 December in the year your certification cycle ends. You may submit your application at any time during that year, but Events Industry Council 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 31 December 2016, and you submit your application in 2016 January, your cycle begin date will still start on 1 January 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 (31 December). Please note that all your recertification activities must have been completed before your 31 December cycle end date. The fee for submitting your application during the three–month grace period is $375 USD.

### 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 programme 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 Events Industry Council through the Preferred Provider Programme, 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 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 Events Industry Council through the Preferred Provider Programme, 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 Programme” 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 organisation (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 organisation
- 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 Events Industry Council–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 programme – 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
- Programme sponsors/providers
- Locations
- Dates
- Clock hours

To receive credit for your continuing education activities, Events Industry Council 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
- Organisation transcript
- Certificate of completion
- Name badge

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

- Course description from the host organisation
- Course syllabus
- Onsite programme

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 Programme**

If your continuing education activity has been pre-approved through the CMP Preferred Provider Programme 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 Events Industry Council when the activity has been loaded into your account. The email address you provide the host organisation must match the email address in your online profile for the information to be transferred. Host organisations that participate in the CMP Preferred Provider Programme 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 Events Industry Council 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 Programme 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. Events Industry Council 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

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Documenting Your Industry Support Activities

Events Industry Council 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, Events Industry Council 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 Organisation

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 organisation, provided that membership fell within your five-year certification cycle. Membership includes local and regional organisations/chapters as well as national and international organisations; however, the state or regional organisation must have a separate membership from the national/international organisation.

If the organisation is not one of the Events Industry Council’s member organisations, the organisation’s mission statement and website must be included (see our website for a full list of Events Industry Council member organisations).

Acceptable forms of documentation include one the following:

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

Volunteer Leadership Role in Meeting Industry Organisation

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 organisation 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 recognised 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 programmes. You may not claim credit for in-house staff meetings.

Acceptable forms of documentation include one the following:

- Letter from the organisation that hosted the speaking engagement
- Copy of the session description from the event programme book

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

Participate in an Events Industry Council-Sponsored Panel
To receive credit, you must have been recruited to serve on an Events Industry Council-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 Events Industry Council.
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 31 December 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 Events Industry Council.**

Events Industry Council 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 Events Industry Council by the deadline: **23:59 (11:59 p.m.) US Eastern Time, 31 December of your recertification year.**

**APPLICATION REVIEW**

The online application portal has made it possible for Events Industry Council 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 2–4 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 of 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 31 December 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 Events Industry Council office and include a cover letter addressed to the Certification Manager. Appeals will be accepted via email: certification@eventscouncil.org and the 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, Events Industry Council 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 Events Industry Council. All check payments must be in US dollars drawn on a bank with a US address. A $25 USD 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 Events Industry Council 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.

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*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, Events Industry Council launched the Certified Meeting Professional healthcare subspecialty (CMP–HC) Programme 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.

<table>
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<tr>
<th>IF YOU PASS THE CMP–HC IN 2019</th>
<th>YOU WILL NEED THIS MANY CMP–HC CLOCK HOURS (IN ADDITION TO YOUR CMP HOURS)</th>
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<td>And your CMP recertification is due 31/12/2023</td>
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</table>

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 Events Industry Council 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 Events Industry Council stating

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

The Emeritus application can be found on the Events Industry Council website.

Your application must include

- Emeritus status request fee of $225 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.

**CERTIFIED MEETING PROFESSIONAL (CMP) PROGRAMME**

The Events Industry Council launched the Certified Meeting Professional (CMP) Programme 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 recognised globally as the badge of excellence in the events 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 programme reflects current best practices in the field.
The CMP Programme 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 organisations.

**EVENTS INDUSTRY COUNCIL CONFIDENTIALITY POLICIES**

The identity and all information concerning CMP and CMP–HC applicants and candidates is confidential. Events Industry Council 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 programme.

**NON–DISCRIMINATION**

The Events 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 EVENTS INDUSTRY COUNCIL**

The Events Industry Council's more than 30 member organisations represent over 103,500 individuals and 19,500 firms and properties involved in the events industry. The mission of the Events 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 organisation can become a member of Events Industry Council, visit the website at events council.org.

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 programmes.