Staring 1 August 2020, candidates for the CMP and CMP-HC certifications have the option to take the CMP and CMP-HC exams from their homes via remote proctoring utilising Prometric’s ProProctor™ remote assessment delivery solution. In-centre testing will remain available as well. The certification exams will be offered year-round; there will no longer be only four testing windows. Visit our Remote Proctoring page for details.

Secure Remote Proctoring Appointments

You may opt to take your exam through remote proctoring in lieu of travelling to a testing centre. Please note, you must have a minimum of 90 days between exam attempts. You may self-schedule your exam appointment at https://www.prometric.com/test-takers/search/eic. You may take the exam on any available testing date during your eligibility year by scheduling your exam appointment in advance.

We share these remote proctoring seats with other organisations; therefore, we recommend scheduling your exam as soon as you receive the instructions. Testing appointments are expected to fill quickly, and we recommend reserving early to have the best selection.

After 31 July 2020, there will be a $75 rescheduling fee if you wish to change your appointment date.
Submitting your application

The process for submitting your application for remote proctor testing is the same as applying to sit for the exam at an onsite testing centre.

You may apply for the CMP at any time. Eligible applicants are notified via email from the Events Industry Council. Candidates have one (1) year from the time that they are notified of their eligibility to pay the exam fee and take and pass the examination.

Your application must be submitted online. Your first step is to create an online account where you can document your continuing education activities and your professional experience.

You already have an online account if you:

- Were a CMP but your certification has expired
- Have ever applied to take the CMP
- Have taken the CMP exam and did not pass

If you had an account in our old system, the first time you login to the new online system you’ll need to reset your password. You can access your account directly at [https://www.eventscouncil.org](https://www.eventscouncil.org)

- In the upper right corner, select “CMP Login”
- Click “Forgot Your Password?”
- Enter the email associated with your Events Industry Council records and an email will be sent to you with instructions to proceed.

If your email address has changed and is not the email associated with your Events Industry Council account, do not create a new record. Instead, please contact certification@eventscouncil.org or call Events Industry Council at +1 202-367-1190 and speak with a customer service representative.

- Once your password has been reset, use your email and new password to access your online account.
- The CMP certification programme is a two-part process in which you must complete the CMP application to demonstrate your eligibility, and then successfully pass a written examination covering the functions performed in meeting management.
- The CMP exam is offered at secure testing centres and through secure remote proctoring year-round through our testing partner, Prometric.

Application and exam fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>CMP application fee (non-refundable)</td>
<td>$250 USD</td>
</tr>
<tr>
<td>Exam fee (non-refundable)</td>
<td>$475 USD</td>
</tr>
</tbody>
</table>

- The CMP application submission fee is non-refundable and non-transferable.
- This fee entitles the applicant to a thorough review of their application to determine qualification.
- There is no option for late submission of applications.
- The exam fee is non-refundable.
- Once your CMP application is approved, you’ll have one year to pay your exam fee and schedule your exam.

You will receive instructions on scheduling your exam with Prometric after payment of your exam fee to Events Industry Council.

Please note:

- All cheque payments must be in U.S. Dollars drawn on a bank with a U.S. address.
- A $25 USD service charge will be assessed for any declined or returned payment, including returned cheques or chargeback by a financial institution.
- In the event this occurs, the service charge will be added to the total fee due, and Events Industry Council can only accept payment by money order, certified cheque and wire transfer.
- Any outstanding fees must be paid before proceeding to the next step in the application process. Application and exam fees are non-refundable and non-transferable.

Events Industry Council accepts

- credit card (VISA, Master Card, American Express)
- international bank transfer
- money order
- cashier’s cheque or personal cheque made payable to Events Industry Council.
Before Exam Day

1. **System Check** – Before installing Prometric’s ProProctor application, you should run a System Readiness Check. This check confirms whether your computer can install and run the ProProctor application so that you can take your exam.

2. **Download and Install the ProProctor Application** – Once your computer has been validated, you are ready to download and install the ProProctor application that delivers your exam. Follow the instructions provided on the page.


On Exam Day

On the day of your exam, please make sure you allow 15 minutes to prepare your testing environment. When you are comfortably sitting at your workstation, go to the Prometric ProProctor site at [https://rpcandidate.prometric.com/](https://rpcandidate.prometric.com/) and launch your exam. Our easy-to-follow, self-serve check-in process will guide you through the final preparations before you are greeted by a Prometric Readiness Agent. Close doors to the room you are working in, including doors to closets and visible bathrooms.

- Please prepare to follow the check-in procedures found in the ProProctor User Guide.

What to Have in the Exam Room

You must have the following items or you will not be admitted to the exam:

- Prometric Confirmation Number (from the email you get when you schedule your exam).

- Valid government-issued photo ID with a signature (e.g., driver’s license or passport). The name on your ID must match the name Events Industry Council has on file and is associated with your records. Contact Events Industry Council immediately if your name needs to be updated.

- Mirror – the proctor will require you to angle the mirror’s reflection in your camera to visually inspect keyboard and computer screen.

**Acceptable forms of ID:**

- If you are testing outside of your country of citizenship, you must present a valid passport.

- If you are testing within your country of citizenship, you must present either a valid passport, driver’s license, national ID or military ID.

- The identification document must contain your photograph and signature.

- The name on the identification must also match the name on your exam registration. If the names are different, please contact Events Industry Council prior to your exam appointment.

If you do not provide the proper identification on the scheduled exam day, you will not be allowed to take the exam and will forfeit the full exam fee. **Forms of identification that are expired will not be accepted.**

**Optional Items for Remote Proctoring - What to Bring and Not Bring**

**Testing rules and regulations are set and determined by Prometric. Should you have any questions or concerns please contact Prometric.**

For test security reasons, all personal items such as purses, book bags, cell phones, drinks (including water), food etc., must be placed outside the testing room during the exam, so please limit what you have in the testing room. Jewellery outside of wedding rings, engagement rings, and religious items worn as jewellery are prohibited and all hair accessories are subject to inspection. All eyeglasses will be inspected as well. Please refrain from using ornate clips, combs, barrettes, headbands, and other hair accessories as you may be prohibited from wearing them in the testing room. Head coverings and clothing for religious or medical reasons will also be subject to visual inspection. Candidates can always request a private location (in-centre testing only) and a Testing Centre Administrator (TCA) for the security inspection (remote and in-centre proctoring).
Prohibited aids include:

• Dictionaries

• Books and papers of any kind – except one piece of scratch paper and pen or a reusable white board which will be inspected by the proctor prior to testing

• Rulers

• Food and beverages, including water

• Personal items, such as purses, book bags, cell phones, etc.

• Other materials deemed inappropriate by Prometric Testing Centre staff

Aids you may bring into the testing room include:

• Either one piece of scratch paper and a pen or a reusable white board which will be inspected by the proctor prior to testing

• Two tissues which will be inspected by the proctor prior to testing

Exam Tips

These tips will help you during the exam:

• Relax. This will help you be more alert and reduce physical stress.

• Find the right work pace. Don’t rush or go too slowly. Find a pace that is comfortable.

• Follow the directions and work carefully.

• Read all of the options for each question before marking the answer.

• Skip difficult questions and mark them for later review and come back to them. Make an informed guess if you are not sure of an answer. There are no deductions for guessing.

• Questions that you do not answer, and wrong answers are counted as wrong responses. Your score is based on the total number of correct responses.

Exam Feedback and Comments

At the end of the exam, you will be given the opportunity to provide the CMP Governance Commission feedback on the exam. These comments will not affect your exam results. Comments are reviewed by members of the CMP Governance Commission on a regular basis to ensure exam quality.

Exam Security

If you offer or receive help during the exam, your exam will be ended by the proctor. Anyone involved in this activity will be reported to the CMP Governance Commission and their exam will not be scored. Exam fees will not be refunded and the candidate will be prohibited from taking the CMP exam again.

The performance of all candidates is monitored and may be analysed to detect fraud. Candidates who violate security measures will not have their exam scores validated by the Events Industry Council.

All exam materials, including all questions and all forms of the exam, are copyrighted and the property of Events Industry Council. Any distribution of these materials through reproduction, oral or written communication, is strictly prohibited and punishable by law.

Concerns at the Time of Exam

If you believe something associated with the exam process affected your ability to successfully complete the exam, you should immediately bring your concerns to the attention of the Testing Centre Administrator (TCA). Any issue not brought to the attention of the TCA must be reported in writing to the Events Industry Council office within three (3) business days of your exam. Failure to bring an issue to the attention of the Events Industry Council within three (3) business days of your exam may result in the Events Industry Council’s declining to take the issue into consideration.

Exam Results Notification

You will receive your official score as soon as you complete the exam and you will receive a link to a secure online platform to download your score report within 24 hours of your exam. The score will indicate whether you have passed the exam, and it is final. If you do not pass the exam, your results will also include your numeric score and how you performed on each of the nine domains.
Exam Results Confidentiality

The identity and information concerning all CMP candidates is confidential. Information regarding exam results is communicated in writing from Prometric directly to the candidate. Exam results are never provided over the phone.

We are Here to Support You

If you have any questions about remote proctoring, we are here to support you. Please contact the certification team at certification@eventscouncil.org. The team is also available from 9 am to 5 pm ET, Monday-Friday, at +1 202-367-1190. We will respond to emails and voice calls within 24 hours during the times noted above.