




QUICK GUIDE



**YOUR PATH
TO THE
CMP**

The Events Industry Badge of
Excellence







CMP Checklist

WHAT TO KNOW BEFORE YOU APPLY

QUALIFICATIONS

To be eligible to sit for the CMP exam, your application must include proof of both EXPERIENCE and EDUCATION (within the past 5 years)

Section 1 - Professional Experience (pick 1)

- 36 months of full-time work experience
- 24 months of full-time work experience with a degree in hospitality
- 36 months as a full-time instructor at an educational institution



Section 2 - Internship or Continuing Education (pick 1)

- 25 Clock Hours of Continuing Education related to the CMP International Standards
- Internship (200 Hours)

FEES + SUGGESTED MATERIALS

- \$350.00 CMP Application Fee
- \$525.00 Exam Fee
- \$75.00 CMP Study Group Participation Fee (fee supports MPI GA educational Initiatives)
- \$30.00 for CMP candidates who request to join a study group as a "repeat" participant.
- \$99.95 Events Industry Council Manual
- \$35.00 Events Industry Council Glossary
- \$110.00 Professional Meeting Management

Recommended Reading

All fees are subject to change

What is the CMP?

The Certified Meeting Professional (CMP) programme was launched 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, education, and a rigorous exam. Currently the CMP designation is administered by the Events Industry Council (EIC). www.eventscouncil.org

Benefits of CMP certification

Meetings direct spending has expanded 23% since 2009, primarily due to increases in the number of meeting participants. In 2016, 1.9 million meetings were held in the United States, generating \$845 billion USD in economic impact (source: Economic Significance of Meetings to the U.S. Economy Report© 2018 Events Industry Council).

According to a recent industry survey conducted by PCMA, meeting planners who hold the CMP earn (on average) more than \$10,000 annually than their non-certified counterparts.

CMP certification is the mark of excellence in comprehensive events management. Certification opens the door to better and more opportunities. Client expectations for meetings are higher than ever and recruiters and prospective employers recognise CMP certification in the growing industry.

Created by and for meeting professionals

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 the best practices in the meeting management field. More than 11,000 meeting professionals in 55 countries around the globe hold the CMP designation. This unique community represents every sector of the industry—from corporations and associations to government and institutional organisations.

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
- Stimulating the advancement of the art and science of meeting management
- Increasing the value of CMPs to their employers
- Maximizing the value received from the products and services provided by CMPs

Requirements

For most CMP candidates, the two requirements to apply to take the CMP Exam include:

Professional Experience

36

months of full-time work experience in the meeting, event, exhibition, hospitality and tourism industry with demonstrable meeting management responsibilities or substantial contributions to the planning, execution and results of meetings within the last 5 years

Continuing Education

25

clock hours of continuing education activities

- You must document completion of 25 clock hours of educational activities within the last 5 years at time of application. The EIC awards clock hours on an hour for hour basis up to the quarter hour. For example a 90 minute session would be 1.5 clock hours.
- In order for educational activities to be approved by the EIC, the subject matter must pertain to one of the domains in the CMP International Standards.
- Each educational activity must be listed separately with full details as requested in the CMP Application.

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Costs to take the CMP Exam

\$350.00 CMP application submission fee (non-refundable, non-transferable, and good for one year if approved)

\$525.00 Certification exam fee (non-refundable and payable each time a candidate takes the exam)

Costs subject to change by the EIC

Additional Costs to prepare

The EIC recommends the following reading materials:

1. Events Industry Council Manual 9th Edition - \$99.95 USD for hard copy (plus S & H)
2. Events Industry Council Glossary - \$35.00 USD (plus S & H)
3. Professional Meeting Management - 6th Edition - \$110.00 (plus S & H)

All candidates should wait to purchase any of these study materials until they are ready to submit their application for approval by the EIC as new versions of the books may be published at any time.

All CMPs must recertify every 5 years.

4. \$75.00 CMP Study Group Participation Fee (fee supports MPI GA educational Initiatives)

All costs are subject to change

For details about joining a
CMP Study Group, please
visit the MPI Georgia
Chapter website

Click on our logo

