



RECERTIFICATION WORKSHEET

This is a **worksheet** to prepare you for completing the online Recertification form.

Applicant Information

Provide your primary contact information. ADMEI will use this information to contact you regarding your application status and all future communications.

First Name:

MI:

Last Name:

Suffix:

Official Title:

Designation: CAE, CEM, CHSE, CMM, CMP, Other

If OTHER, please enter here:

Organization:

Email:

DMCP ID:

Date of Original Certification:

WORK ADDRESS

Address:

City:

State: Zip:

Country:

Work Phone:

Fax:

HOME ADDRESS

Address:

City:

State: Zip:

Country:

Home Phone:

Mobile:

PRIMARY ADDRESS

Please choose ONE as your Primary Address in which all future correspondence will be sent:

WORK Address is Primary Address

HOME Address is Primary Address

DMCP Recertification Fee

Prior to July 31

\$200

August 1 - December 31

\$300

After December 31

\$400 (lapsed fee)

Your DMCP certification expires on 31 December. Failure to recertify prior to the expiration date will result in a lapsed DMCP status. While lapsed, you may not use the DMCP designation. You are still able to recertify up to six (6) months after your expiration date by submitting a lapsed fee of \$400 along with your recertification application. If it has been more than six (6) months, you are not eligible for recertification and may not use the DMCP designation until you have applied for and successfully passed the DMCP exam again.

Please choose Recertification Fee:

Section I: Experience and Management Information

A minimum of three (3) years out of the last five (5) years' work experience directly related to the DMC industry is required for recertification. If you do not meet the requirement, please contact ADMEI to review your recertification status.

Yes! I have a minimum of three (3) years of direct DMC experience in the past five (5) years.

Section II: Professional Contributions and Education

ADMEI requires continued education and industry involvement for recertification. You must select eight (8) total items of the below sections: professional development, industry involvement, industry certifications, ADMEI involvement, and contribution to the DMC industry.

A. Professional Development

(Check all that apply)

- At least 10 clock hours of qualified industry-related continuing education
- At least 20 clock hours of qualified industry-related continuing education

If you have more than 20 clock hours, please check both items.

Qualified industry-related continuing education is defined as a program that focuses on at least one of the 4 DMC domains as defined within the DMC Competencies. Please complete a Professional Development Documentation Form for each session you are requesting credit. You will need to identify the DMC Domain for each session, Program Sponsor/Provider, Location & Date, Clock Hours, and Proof of Attendance. Your CMP CE record found in the CMP Portal may be substituted for this form in the case of CMP Preferred Provider approved courses. Courses must have been completed **within the last (5) years**.

Note: Attendance at ADMEI annual conferences will be reported under ADMEI Involvement.

Industry Membership

Please check all industry organizations you have been a member of within the **past five (5) years**. Also indicate if you served as a board or committee member at any time within the five (5) years.

ADMEI: Association of Destination Management Executives International

- Member**
- Committee**
- Board**

ASAE: American Society of Association Executives

- Member**
- Committee**
- Board**

ILEA: International Live Events Association

- Member**

- Committee**
- Board**

MPI: Meeting Professionals International

- Member**
- Committee**
- Board**

NACE: National Association of Catering & Events

- Member**
- Committee**
- Board**

PCMA: Professional Convention Management Association

- Member**
- Committee**
- Board**

SITE: Society for Incentive Travel Excellence

- Member**
- Committee**
- Board**

*Other:

- Member**
- Committee**
- Board**

*Other:

- Member**
- Committee**
- Board**

*Additional professional membership may qualify for points if the Association's mission is consistent with ADMEI's. Membership in associations not directly related to the destination management industry (Chamber of Commerce, Toastmasters, Executive Women International, etc.) **do not apply.**

Industry Certifications

You have earned at least one other meetings industry certification in the past five (5) years. (i.e., CMP, CITE, CMM, CSEP, etc.)

Please be sure to include the suffix in the Applicant Information section.

ADMEI Involvement

(Check all that apply.)

- You have attended one (1) ADMEI Annual Conference
- You have attended two or three (2-3) ADMEI Annual Conferences
- You have attended four (4) or more ADMEI Annual Conferences
- You have completed ADMEI's DMC Institute
- You have completed ADMEI's DMCP Study Webinar Series

Example: If you have attended three (3) Annual Conferences, please check the first two items on the list.

Contribution specifically to the Destination Management Industry

Internal training and newsletters are not applicable.

- Authoring Publishing
- Authoring Publishing

(Include a reprint of article, copyright, or author page for up to two (2) items with your application)

- Teaching
- Teaching

(Include up to two (2) institutions or sponsoring organizations, courses/lectures, and dates)

- Speaker/Panelist
- Speaker/Panelist

(Include up to two (2) organizations, meeting names, topics, and your roles)

Signatures

Applicant

I certify that all the information contained in this application is accurate and truthful. I understand that all the information I have provided may be verified and authorize such verification. I also agree, if certified, to abide by the rules and regulations set forth by the ADMEI Board of Directors and the Certification and Accreditation Board.

* I agree to this statement.

CHECKLIST

You will need to send the following documents to lisa@ADMEI.org with the subject DMCP Application Materials for YOUR NAME:

- Professional Development Documentation forms, if applicable
- Copies of any Publications or Articles, if applicable

Worksheet