

## Continuing Certification Research – Kopkau – November 2017

### ASBO International

Allison Barton-Kramer, Director of Certification

The activity needs to be core related and fit into the scope of the duties.

1. Broadly defined is more relaxed and can include volunteering or reading an article or author an article.
2. Narrowly defined is classroom type format. These are typically an hour in nature.
3. On the honor system.
4. Encourage not deter.
5. Document the accomplishment of the meeting.

Documentation on the Website for SFO

Recertification Certification is valid for a period of three years, at which time certificants must apply to be recertified by:

1. Obtaining and maintaining documentation of 45 contact hours over the three-year recertification cycle (1 contact hour equals 50 minutes of content), and
2. Ensuring that at least 30 of the 45 required contact hours are in a structured learning environment, with up to 15 contact hours being in an unstructured learning environment. As part of the 15 unstructured contact hours, a candidate can count one year of experience on the job as 3 contact hours.

### Washington ASBO

Laura Blacklock, Professional Development

Certification is required in Washington and maintained by a department within the state. WASBO and colleges partner to offer classes for credit that meet the requirement. All classes must be 50-minute minimum and an educational presentation. There are three levels. Two of the levels require 150 hours. These are very specific classes to re-certify.

WASBO Website

#### *Renewal Requirements*

- Clock hours required for renewal within five (5) years:
  - 1.1 CSBS -- 25 hours
  - 1.2 CSBO -- 150 hours
  - 1.3 CSBA -- 150 hours
- Fees must accompany renewal application.
- Clock hours must be earned before renewal application will be accepted.

#### *CSBS Training Tracks*

Certification for School Business Specialist (CSBS) is currently available in the following tracks:

- Accounting -- School Accounting 1 and School Accounting 2 (courses must be taken consecutively)
- Payroll -- PAY 110, PAY 210, PAY 211, School Accounting for Payroll or School Accounting 1
- Retirement - RET 110, RET 210, RET 310, RET 410

#### Other Certifications

Certified Meeting Professional (CMP) – governed by Events Industry Council

### PROFESSIONAL EXPERIENCE – CHOOSE 1 OF 2 OPTIONS

#### *Option 1: 36 months of experience*

- 36 total months of full-time work experience in the industry. The 36 months must have taken place in the past five years but they do not have to be consecutive months.
- A resume or CV included with your application. 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*

- 36 months as a full-time or part-time instructor of meeting even, exhibition, hospitality or tourism management at an educational institute or university program. Experience must have been completed at time of application submission.
- An official course outline or syllabus included with your application.

### CONTINUING EDUCATION – CHOOSE 1 of 3 OPTIONS

#### *Option 1: 25 clock hours of educational activities*

- 25 clock hours must have taken place 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 10 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 session.
- Continuing education (CE) clock hours must align to one of the 9 Domains in the CMP International Standards. You are not required to have CEs in each of the Domains.
- All activities must include attendance documentation and course descriptions

#### *Option 2: 15 clock hours of educational activities AND 3 industry support activities*

- 15 continuing education (CE) clock hours must have taken place 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.
- CEs must align to one of the 9 Domains in the [CMP International Standards](#). You are not required to have clock hours in each of the Domains.
- All activities must include attendance documentation and course descriptions

### Industry support activities include

- Membership in a meeting/hospitality industry organization
- Volunteer leadership role in meeting industry organization
- Author of a published industry-related article
- Speaker at an event on an industry-related subject
- Participate in a CMP application review
- Participate in a Events Industry Council-sponsored panel (such as a Standard Setting Panel, Item Review Panel or Job Analysis Panel)

**Policy Update:** Beginning in 2015, Events Industry Council will no longer accept “CMP study group leader” as an industry-support activity. See the Industry-Support section of the Recertification Handbook for information about presenting continuing education at a study group, which will count for credit in the “Speaker” category.

### Option 3: Formal education

- For this option you must have earned a associate’s degree or higher or its international equivalent in an industry-related field within the past five (5) years (e.g., a degree in Hospitality Management, Event Management, Hotel Management, etc.). Note 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
- A transcript from the institution or a copy of the degree or diploma must be submitted. If the degree or diploma is presented in a language other than English, a translation must be provided.

## **Certified Associate Executive (CAE) – governed by American Society of Association Executives (ASAE)**

### **Renewal Requirements**

As outlined below, the renewal application documents 1) ongoing adherence to professional conduct requirements and 2) completion of professional development activities, or a combination of professional development activities and contributions to the profession:

- Renewing certificants must have completed a minimum of 40 credits of association management related professional development, or a minimum of 30 credits of association management development plus 10 credits of qualifying leadership, authorship, and teaching activities contributing to the profession of association management. Qualifying leadership

activities include volunteer service as a chairman, chair-elect or officer for committee service to a qualifying organization other than the applicant's employer.

- When renewing for the first time, applicants may include qualifying CAE credits not previously submitted for CAE credit provided the credits have been completed less than three years prior to the certification cycle end date (December 31 of renewal year.) For example, those who passed the December 2014 exam have a certification start date of January 20, 2015. For their first renewal, these certificants may use credits earned between January 1, 2015, and December 31, 2017. Those who passed the May 2015 exam have a certification start date of June 24, 2015. For their first renewal, these certificants may use credits earned between January 1, 2015, and December 31, 2017.
- Renewal applicants must again agree in writing that they will adhere to the ASAE Standards of Conduct and they must re-attest that they have not been convicted of a felony related to the practice of association management.