



2012 Annual CMP Study Course

To prepare for the Certified Meeting Professional Exam

Hosted by TSAE, April 3 – June 26, 2012 Tuesday Evenings, 5:30 pm-7:30pm
(No class on May 29, 2012)

To be held in Tallahassee, FL. **Location:** TSAE Office, 1311-B Paul Russell Road, Tallahassee FL, 32301. Participants outside of Tallahassee can participate by Conference Call.

Costs: Payable to TSAE, for Study Course: \$150.00 for TSAE Members who are first time attendees; \$75 for second-time attendees; \$200 for non- TSAE members first time attendees: \$125 for second-time attendees. (*Cost Includes kick off orientation, all sessions and any handout materials*). Deadline to register is **Friday, March 30, 2012**.

Register for CMP Exam:

If you intend to take the **exam** to earn your CMP during the **July 12-21, 2012 testing period**, you must submit your CMP application to the Convention Industry Council **January 9-March 27, 2012**. The exam registration deadline is **May 14, 2012**.

If you intend to take the exam to earn your CMP during the **November 1-10, 2012 testing period**, you must submit your CMP application to the Convention Industry Council **April 2-August 7, 2012**. The exam registration deadline is **September 13, 2012**.

CMP exam applications and information are available on the Convention Industry Council Website at: www.conventionindustry.org.

You do not have to have applied for the CMP or be registered for the exam to take this CMP Study Course.

This Course Can Help You:

- Become a more effective meeting professional
- Stay on a schedule and develop an examination skill set
- Interact with other meeting professionals who are interested in earning their CMP
- Experience distance learning with conference call technology
- Learn meeting and event planning practices you will need throughout your career

Who Should Attend:

If you have the drive, ability and dedication that it takes to earn the Convention Industry Council's Certified Meeting Professional (CMP) designation, you will join a select group of peers statewide who have chosen to attain this high level of excellence and achievement. The CMP designation recognizes those who have achieved

the meetings, conventions and exhibitions industries' highest standard of professionalism.

Those who are currently employed full time by an association or organization in a meeting or event planning position should consider this certification. The course is also open to non-CMP candidates who wish to expand their knowledge of the meeting professional.

How It Works:

This course is designed to give you support and assistance in your study efforts and provide you with a systematic study format. Candidates will have an opportunity to prepare for the CMP exam over a three-month period just before the exam.

In order to participate fully, candidates will be informed about the preparation required, study techniques, and test format information. The curriculum includes all areas covered in the test as outlined in the Certified Meeting Professional Examination Blueprint. The kick-off orientation session is a mandatory information session. All candidates are encouraged to begin reading preparation materials as soon as possible, and agree to having quickly reviewed all reading materials before the course begins. The books may be purchased through the Convention Industry Council's website www.conventionindustry.org.

Each week, participants answer key questions related to the CMP exam, posting answers and reviewing other participants' answers and comments. We also cover scenarios for exploration and discussion with emphasis on alternative solutions, legalities, prioritization of issues, and action plans. Review session will cover sample test questions and important tips on taking multiple-choice tests.

Faculty:

CMP Study Group Committee Chairs will facilitate discussions along with professionals that have taken the exam and who will focus on specific areas of study.

Requirements to take CMP Exam:

Candidates are required to have a minimum of three years experience in meeting management; must have current, full-time employment in a meeting management capacity; and must be responsible and accountable for the successful completion of meetings.

The preparation course requires the following publications*:

- The Convention Industry Council Manual 8th Edition. The Manual can be order from the Convention Industry Council.
- Professional Meeting Management: Comprehensive Strategies for Meetings, Conventions and Events 5th Edition
- Convention Industry Council International Manual 1st Edition
- APEX (Accepted Practices Exchange) Glossary 2011 Edition

* You can purchase books from the Convention Industry Council at www.conventionindustry.org; ask a co-worker to borrow their books; or a limited number of books are available for short-term check out of the TSAE library.

If you don't have enough hours to take the CMP you may earn up to 20 hours of CMP credits to your application by participating in this course.

TSAE CMP Study Group
Tentative Study Session Schedule

DATE	DOMAINS COVERED IN EACH SESSION TO BE DETERMINED BASED ON FACILITATOR AVILABILITY
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April 3, 2012

April 10, 2012

April 17, 2012

April 24, 2012

May 1, 2012

May 8, 2012

May 15, 2012 Mid Term Exam

May 22, 2012

May 29, 2012 No Class Scheduled

June 5, 2012

June 12, 2012

June 19, 2012

June 26, 2012 Final Review & Practice Exam

July 12-21, 2012 CMP Exam Administered at Prometric testing centers

November 1-10, 2012 CMP Exam Administered at Prometric testing centers

Paper and pencil administration of the examination is no longer offered. Refer to the CIC website for information regarding scheduling an examination appointment with the Prometric network of testing centers, as well as Prometric locations. The Tallahassee location is at:

2811 Capital Circle Northeast, Tallahassee, FL
(850) 385-8696
(850) 386-8707

TSAE

2012 ANNUAL CMP STUDY GROUP REGISTRATION FORM

Contact Information:

Name: _____

Title: _____

Association/Company: _____

Phone: _____ Fax: _____

Email: _____

Do you plan on taking the exam in July 2012? ___YES ___NO

Do you plan on taking the exam in November 2012? ___YES ___NO

*(You do **not** have to be registered to take the CMP Exam in order to register for and participate in the CMP Study Group).*

Check one:

___ TSAE member

___ Non TSAE Member

Method of Payment:

___ Check (Please make checks payable to TSAE)

___ Credit Card (Circle One): Visa MC AMEX

Name on Credit Card: _____

Credit Card: # _____ Exp. Date: _____

Security Code (Required): _____ (The 3 digit code on back of Visa/MC; 4 digit code on AMEX above account #)

Signature: _____

Cost: (includes all Study Group sessions, and handout materials)

TSAE Members: ___\$150.00 first time attendee ___\$75 second time attendee

Non TSAE Member: ___\$200.00 first time attendee ___\$125 second time attendee

Call (850) 561-6124 for more information. Fax completed registration form to (850) 561-6164 or e-mail it to jan@tallysae.org.

No-show or No-cancellation registrants will be BILLED.

Tallahassee Society of Association Executives

P.O. Box 1139, Tallahassee, FL 32302 Phone: 850-561-6124 Fax: 850-561-6164

E-mail: jan@tallysae.org website: www.tallysae.org

Registration Deadline: Friday, March 30, 2012