



## DMCP Recertification

DMCPs must recertify every five (5) years to maintain certification. Recertification includes:

1. Form completion with applicable document uploads (8 check boxes are required in the "Professional Development and Involvement" section)
2. Pay the recertification fee
  - \$200 - Prior to 1 September
  - \$300 - 1 September - 31 December
  - \$400 - Lapsed

Name \*

First Name

Last Name

Suffix

Organization \*

Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country \*

Email \*

example@example.com

Phone Number \*

Country Code

Area Code

Phone Number

## DMC Experience

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In order to recertify, you must have a minimum of three (3) years of direct DMC experience in the past five (5) years. \*

- Yes, I have at least 3 years of direct DMC experience in the past five (5) years .
- No, I am not eligible to recertify.
- 

## Professional Development and Involvement

A minimum of eight (8) check boxes must be selected from the remainder of this form to qualify for recertification.

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### CONTINUING EDUCATION

*Qualified industry-related continuing education is defined as a program that focuses on at least one of the four (4) DMC domains as defined within the DMC Competencies.*

*If you choose either of the boxes in this section, you must provide documentation in one of the following ways:*

- \* complete a [Professional Development Documentation Form](#) for each session you are requesting credit, or
- \* provide a screen capture of your CMP CE record found in the EIC's CMP Portal.


*You will need to identify the following: DMC Domain for each session, program sponsor / provider, location & date, clock hours, proof of attendance.*

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

Please check the session hours you want to submit (i.e. webinars, on demand content, non-ADMEI conference sessions, etc.) Sessions must have been completed in the last five (5) years.

- At least 10 clock hours of qualified industry-related continuing education\* (equals 1 check box)
- At least 20 clock hours of qualified industry-related continuing education\* (equals 2 check boxes)

### \*DOCUMENTATION FOR CONTINUING EDUCATION

  
**Browse Files**  
Drag and drop files here

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### INDUSTRY CERTIFICATION

- I have earned at least one other hospitality certification in the last five (5) years. (i.e. CMP, CAE, CITP, CMM, etc.)
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### ADMEI INVOLVEMENT

- I attended the most recent ADMEI conference.
- I attended the ADMEI conference two (2) years ago.
- I attended an ADMEI conference three to five (3 - 5) years ago
- I completed ADMEI's DMC Institute (webinar series or course)
- I led a DMC Study Session for candidates.
- I participated in a DMCP Test Item Writing Conclave.
- I led or facilitated a DMCP Test Item Writing Conclave.
- I served as DMCP exam proctor.
- I completed the Emergency Preparedness Certificate Program.
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**PUBLISHED AUTHOR** - You may submit up to two (2) articles published in the last five (5) years. If you are submitting two (2) articles, select both check boxes. You will need to upload the article(s) in the next section.

- Article #1
- Article #2
-

LECTURER - If you have lectured for a class in the last five (5) years, please indicate below. You may submit up to two (2).

- Lecture #1  
 Lecture #2
- 

#### HOSPITALITY COURSE INSTRUCTOR

- I have taught a hospitality course at a university or community college in the last five (5) years.
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SPEAKER / PANELIST - If you have served as a speaker or panelist within the last five (5) years, check below. You may provide up to two (2).

- Speaker / Panelist #1  
 Speaker / Panelist #2
- 

#### ORGANIZATIONAL INVOLVEMENT

Check all the industry organizations of which you have been a member within the past five (5) years and indicate the capacities in which you were involved. (Check all that apply.)

ADMEI - Association of Destination Management Executives International

- Member  
 Committee Member  
 Board Member

ASAE - American Society of Association Executives

- Member  
 Committee Member  
 Board Member

ILEA - International Live Events Association

- Member  
 Committee Member  
 Board Member

MPI - Meeting Planners International

- Member  
 Committee Member  
 Board Member

PCMA - Professional Convention Management Association

- Member  
 Committee Member  
 Board Member

NACE - National Association of Catering & Events

- Member  
 Committee Member  
 Board Member

SITE - Society for Incentive Travel Excellence

- Member  
 Committee Member  
 Board Member

#### OTHER INDUSTRY MEMBERSHIPS

- Other Membership #1  
 Other Membership #2  
 Other Membership #3

Eight (8) Check Boxes Required

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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 I authorize such verification. I also agree, if recertified, to abide by the rules and regulations set forth by the ADMEI Board of Directors and the Certification and Accreditation Board. \*



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