



CE INFORMATION REQUEST FORM

Program Title: _____
 DATE: _____
 Organization Name: _____
 Organization Contact: _____

CIC will verify whether hours may be applied towards Continuing Education Clock Hours (CEs) on the CMP application and Recertification application. CIC will indicate the number of clock hours earned from participation and which key topic area the session relates to on the CMP Blueprint. In addition when advertising this program, please note that you cannot state that CIC has approved the program. As facilitators of the CMP examination, we must remain neutral, and cannot endorse any single continuing education program.

In order to process your request we must have the following information for each session:

Session Title/ Facilitator	Time/ Hours	Session Description	For CIC Use Only	
			Blueprint Section	Clock Hours
SAMPLE: Meeting Planning 101, Jane Smith, CMP	SAMPLE: 9:30 am – 11:30 am (2 hours)	SAMPLE: This session will introduce new planners to the basic components of meeting planning. Topics include Audio Visual set-up, Menu selection and cost-saving tips, contract negotiation, and much more.	SAMPLE:	
			I. Strategic Event Planning Process	2 hours

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