CMP Preferred Provider FAQs for Organizations

Why should I become a CMP Preferred Provider?
Becoming a CMP Preferred Provider reflects your organization's commitment to providing education that helps individuals earn or maintain the Certified Meeting Professional (CMP) certification. Your approved event(s) will be included in a directory of CMP Preferred Providers on the CIC website with a link back to your appropriate website. In addition, you will receive text and CMP Preferred Provider program logos that you can use on your marketing materials. For each of our CIC reviewed events, the administrator will provide CIC with a list of confirmed attendees. If an attendee has a matching email in the CIC CMP database, your event education will automatically be uploaded in their online CMP profile. The attendee will then simply need to report the number of approved sessions they attended.

What's involved?
Your organization will first submit an application to CIC to join the program and decide which pricing tier is best for you (see information on fees below). Once approved your organization will submit review forms that include information about your continuing education sessions including learning objectives and to which of the 10 domains in the CMP International Standards the activity aligns. The CMP-IS domains are:

- Strategic Planning
- Project Management
- Risk Management
- Financial Management
- Human Resources
- Stakeholder Management
- Meeting or Event Design
- Site Management
- Marketing
- Professionalism

If your activities align with the CMP-IS, CIC will provide you with information on how to market your activities as CMP Preferred Provider Education.

How will my attendees receive credit for attending the CMP pre-approved sessions?
At the conclusion of your session or event, your organization will submit a verified attendee list through the online CMP Portal. Attendees who have a CIC online profile associated with the same email address will automatically be uploaded in our database. The file requirements are detailed in your provider handbook and must include each verified attendee's email address.

What if the attendee's email address on our list does not match the email in their CMP online profile?
It is the responsibility of the individual CMP, not CIC, to ensure that the email address provided to your organization matches the email CIC has on file in the individual's online profile. If the email does not match, the attendee will be required to self-report their attendance and provide attendance documentation in order to receive CMP credit.

What fees are involved?
Organizations should select the plan that they think is right for them based on how many sessions they estimate they will submit before the end of that calendar year. See this chart for specific pricing tiers. All fees are non-refundable so it is important that you select the correct tier.

Sessions	Total
Annual Plan (January-December)	
Tier A: 4-15 sessions	$350
Tier B: 16-50	$500
Tier C: 51-100	$750
Tier D: 100 - 250	$1000
Tier E: 250 +	$1500

What if I submit more sessions than I paid for?
CIC will alert you if you go over your session maximum for the year, and you will be able to pay the difference toward the next tier. If you use less than you originally pay for, CIC will not offer any refunds. Session allotments are only good for the calendar year for which they are submitted.

What if I offer individual sessions or do not want a tiered plan?

Single Sessions- A La Carte	$200
(Single sessions include a one-time annual processing fee)	
Additional single sessions – up to 3	$50/per session

Do I have to pay for sessions that aren't approved for CMP credit?
Yes. The pricing is based on the number of sessions CIC reviews, not the number of sessions that are approved.

Do webinars count?
Yes, webinars count as sessions and can be listed as education that has been approved as part of the CMP Preferred Provider program. If the webinar is offered as a recording it must have been produced within the past two years.

How do I know if my activities will be approved for credit?
Your continuing education activities must align with at least one of the 10 domains in the Certified Meeting Professional International Standards. The domains are listed above and the full standards can be found here. On the review form, it is required to identify which of the domains attendees will be learning about in your session. (In some cases, CIC may change the domain you selected.) Your event will be listed on CIC's online Preferred Provider searchable directory with total amount of credit hours approved. Individual sessions will not be listed on the directory.

What types of educational activities DON'T count for credit?
Personal development activities, while important and often popular, are not available for CMP credit. Activities such as "How to Relieve Stress in the Workplace, "Creating Powerful PowerPoint Presentations," and "Dressing for Success" are examples of educational activities that have been rejected for CMP credit in the past.

How do I become a CMP Preferred Provider?
Applications to become a CMP Preferred Provider will be accepted at any time during the year. The CMP Preferred Provider Program is an annual plan and runs January – December.
1. Submit your application for CMP Preferred Provider Program identifying your chosen pricing tier.
2. If all qualifications are met you will receive an approval letter along with the official Preferred Provider review form.
3. Submit your sessions for review at any time during your approval year. Sessions must be submitted at least 5-8 weeks in advance.
4. Receive your review form back with eligible sessions. You may use the CMP Pre-Check logo next to any approved sessions. Your event will be listed on the CIC website as approved education for CMPs.
5. At the conclusion of your event, submit your confirmed attendee list.

How do I submit the attendee list so our education is linked to the individuals who have a CIC portal account?
The file must be CSV or TXT format with one single column with a header row labeled "Email", one email address per row and no other data fields. Only email addresses for verified attendee may be submitted.

For more information about the CMP credential or Preferred Provider Program, please *visit* www.conventionindustry.org.