



Preferred Provider Program Policies

1. To become a CMP Preferred Provider, an organization must submit an application and a session review form for each event. You will need to choose which tier of service best fits for your organization for the year. For example, if you have three meetings before the end of the calendar year with over 65 combined sessions, Tier 3 would be best for you. Refer to the pricing sheet for full information.
2. Preferred Provider status is per calendar year (January through December). When applying consider how many sessions you will be hosting based on the time of your application submission. You will need to apply each year to maintain your Preferred Provider status.
3. To be approved for CMP credit, sessions must align with one of the 10 domains from the [CMP International Standards \(CMP-IS\)](#). The 10 domains are as follows: Strategic Planning, Project Management, Risk Management, Financial Management, Human Resources, Stakeholder Management, Meeting or Event Design, Site Management, Marketing or Professionalism. We do not pre-approve sessions for general personal development, for example, stress management, time management, etc. In addition, CMP credit is also not permitted for non-educational activities such as networking functions or exhibit hall hours.
4. To be eligible for pre-approval, a session must be submitted at least five weeks before the start date or before you need the CMP Preferred Provider logos for marketing purposes. If you do not submit your sessions with the required lead time, we may not pre-approve it or you will be charged a rush fee. For example, if you need the logo for a brochure that advertises the session, submit it at least five weeks prior to the brochure's print date.
5. To be eligible for pre-approval, you must complete the CMP Preferred Provider Review Form, which asks for the event name, session(s) to be reviewed, dates and duration of each session and which of the 10 domains in the CMP-IS it best aligns. (In some cases, CIC may change the domain you selected.) When multiple domains are applicable, select the one which is most prevalent in the content.
6. Each organization must identify one administrator who will be solely responsible for submitting the application, payment and review forms.
7. CMP Preferred Provider status is given to individual organizations only and does not link to parent organizations. Chapter organizations that host CMP-related sessions must complete a separate application to be included in the Program.
8. As a CMP Preferred Provider, you agree to upload into your CIC Preferred Provider account, an Excel file of your verified event attendees. This should be a record of your entire confirmed conference or meeting attendance; it is not necessary for you to provide attendance records on a session-by-session basis. The file requirements are on the CIC website and must include each verified attendee's email address. It is the



responsibility of the individual CMP, not CIC, to ensure that the email address provided to your organization matches the email address 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.

9. The email addresses you submit will only be used to match records and generate attendees' attendance credits. They will not be used by CIC for any marketing purposes.
10. For a webcast to be eligible for pre-approval, the submission must include your organization's process for recording and monitoring an attendee's participation. Archived webcasts must be within two years of their live presentation dates and your organization must provide documentation of participation to the attendee. Webinar attendance files may be submitted to CIC a monthly basis.
11. CIC, in its sole judgment, has the authority to change or deny the type of credit submitted. For example, a session submitted as aligning with the "Stakeholder Management" domain may be changed to the "Meeting or Event Design" domain.
12. CIC, in its sole judgment, has the authority to deny any session(s) if the Preferred Provider violates any policy or procedure.
13. You will need to re-submit all sessions each year even if the session content stays the same. Session approvals are valid through December 31 of the same year as the start date of the session.
14. If your session submission does not include all the information requested on the Review Form, CIC will mark the submission "incomplete" and ask your organization's contact person for the additional information. This may delay the session's final review.
15. If CIC revokes a CMP Preferred Provider's status, the organization must remove all logo's and approval language from all program marketing materials, website, etc.
16. CIC reserves the right to modify these policies as needed. You will be notified of any policy changes.



Marketing Policies

1. Prior to receiving CMP Preferred Provider pre-approval for your session(s), you must limit the language on marketing materials to the following: “This program has been submitted to the Convention Industry Council for CMP Preferred Provider review.”
2. You must use the following language with the CMP Preferred Provider Pre-Check logo: “The use of the CMP Preferred Provider Pre-Check logo is not an endorsement by the Convention Industry Council of the quality of the session. This logo means that this session has met the criteria to be pre-approved for CMP certification credit.”
3. You may not change our logo. You may use the CMP Pre-Check logo only with materials related to the approved Preferred Provider session(s).

All CMP Preferred Provider Policies are subject to change.

Please refer to the CIC website for the most up-to-date information.