

Recertification Application

**In order to maintain your certification,
you must continue to earn a total of fifteen (15) contact hours over successive three-year periods.
It is your responsibility to track and document your contact hours as you earn them.**

Section I – Recertification Applicant

Name	
Member Number	
Email	
Organization/Company/Agency	
Date Original Certification (month/year)	
Date Last Recertification (month/year) [if applicable]	

Section II – Contact Hours at SGMP Meetings/Events

SGMP-approved education Contact Hours earned at an SGMP meeting/event are the primary way to maintain your certification.

- Please use the following pages of this form—create more copies if you need—to document your contact hours.
- Chapters confirm contact hours in differing ways.
- Beginning in 2016, contact hours earned at the NEC are recorded on a contact hour documentation sheet at the NEC.
- This form must accompany the recertification application.
- SGMP reserves the right to ask for further documentation, where needed.

Section III – Activities Within SGMP

In addition to your education contact hours above, you can also earn up to one recertification point in this section for any one of the following. One recertification point is the equivalent of one contact hour. SGMP reserves the right to ask for documentation, where needed.

	writing one article that is published in <i>Government Connections</i> magazine
	serving as a member of the national board or a national committee/task force
	serving as a member of a chapter board or a chapter committee/task force
	serving as a trustee for SGMP’s Gilmer Institute of Learning
	serving as a CGMP exam proctor for a minimum of 5 exams during the previous 3 year certification period, for one recertification point.

Recertification Applicant's Name:

Section IV – Contact Hours in the Meetings/Hospitality Industry

You may now earn up to **five** contact hours from education earned at non-SGMP educational events within the meetings/hospitality industry, such as Destinations Showcase, Springtime in the Park, MPI Annual Conference, etc.

Please use the last page of this form—create more copies if you need—to document contact hours.

Section V – Verification and Payment

You must complete this form in its entirety, attach supporting documentation, and sign below.

Supporting Documentation Includes – Certificates of attendance (provided by the chapter)
Signed NEC contact hour documentation sheet

Please do not send – Name tags, Power Point presentations, programs of events, registration correspondence, etc.

Incomplete applications will be returned.

All re-certification fees are non-refundable and are collected whether or not the application is approved.

I certify that all the information provided in this recertification application is accurate and truthful.

Signature:

Date:

Selection	Category	Due Date	Fee
	Recertification Fee	Within 30 days of the date noted on certificate	\$100 USD

No additional grace period is authorized.

Payment by Check (Payable to SGMP): in the amount of \$_____

Payment by Credit Card: in the amount of \$_____

If you are paying by credit card, please email education@sgmp.org for an electronic invoice. Go to your membership account and pay online.

Please include your name on the top of each page you submit your application to:

education@sgmp.org (with “CGMP Recertification” in the subject line)

or if you are sending a check submit to

Society of Government Meeting Professionals
ATTENTION: CGMP Recertification
5746 Union Mill Road, Suite 148, Clifton, VA 20124



EDUCATIONAL CONTACT HOURS DOCUMENTATION SHEET

This template form is recommended as an efficient and organized way for SGMP members to track their own education contact hours for professional development documentation, including the CGMP recertification application and an NEC scholarship application.

Remove the sample documentation and use additional sheets, as needed.

This form must be submitted with your re-certification application.

Member Name _____ Chapter Name _____

Session/Topic	Session Date	Session Location	Session Presenter(s)	Contact Hour(s)
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Total Contact Hours on This Page	---	---	---	

I certify that the information provided above is complete and accurate. I understand that this information is subject to review and verification by SGMP.

Signature _____ Date _____

Member Name _____ Chapter Name _____

Session/Topic	Session Date	Session Location	Session Presenter(s)	Contact Hour(s)
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Total Contact Hours on This Page	---	---	---	

Member Name _____ Chapter Name _____

Session/Topic	Session Date	Session Location	Session Presenter(s)	Contact Hour(s)
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Session Name: 1 Take-Away from Session SGMP <input type="checkbox"/> Yes <input type="checkbox"/> NO				
Total Contact Hours on This Page	---	---	---	



EMERITUS STATUS

Emeritus status is an honorary status SGMP bestows on those who have been actively certified and then retire from the field. This allows you to keep your designation although you are no longer working in the government meetings industry. Emeritus status has no expiration date*.

Retired CGMPs may qualify to receive Emeritus status if they meet all of the following requirements:

- Are at least 55 years of age
- Retired from full-time employment in the government meetings industry (e.g., you cannot work more than 20 hours per week for compensation)
- Are not eligible to be a member in any other category (e.g. government or contract planner or supplier member)
- Maintain an SGMP membership as a retired member
- Maintained an active CGMP certification through the date of retirement

Your Emeritus application must include:

- CGMP re-certification application
- Proof of age (e.g., government-issued ID)
- A letter stating
 - When you retired and from what position
 - Contact information of your last previous employer (SGMP reserves the right to contact former employers to verify your retirement)
- Emeritus fee of \$100 USD