



CGMP Reimbursement Application for SGMP Members

The CGMP Reimbursement Program is open to members who have successfully obtained the CGMP certification, and have covered ALL associated costs on their own. Members who had their employer pay for their certification course are NOT eligible to receive this benefit. Please complete all information below, and include a copy of your certificate or award letter, completed application including signature of your chapter president, proof of personal payment method, and return to SGMP Headquarters within 90 days of your certificate date.

Today's Date: _____ Amount Requested: _____

Name: _____

Agency/Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

How long have you been an SGMP member? _____

Chapter Name: _____

Contributions and/or involvement in SGMP (Please indicate presentations made, articles written, committee or board involvement at both the chapter and/or national levels): _____

How many years have you been in the Meetings Industry? _____

Date and city where you took the CGMP exam: _____

Did you participate in a study group in order to prepare for the exam?

YES NO

If so, who sponsored the study group? _____

Have you participated in any of SGMP's Professional Development Courses?

YES NO

If so, what year and city? _____

Applicant Signature

Chapter President's Signature

Please return this form to:

SGMP
908 King Street, Lower Level
Alexandria VA 22314
Fax: 703-549-0708
Email: education@sgmp.org

PLEASE ALLOW 30 DAYS FOR PROCESSING