



CGMP Recertification Application

To be recertified, Certified Government Meeting Professionals (CGMPs) must retain membership within the Society of Government Meeting Professionals organization with no break or lapse in membership for three years. CGMPs are also required to complete a minimum of **50 points** in continued education in government-related meetings. All points claimed must have been **earned over the previous three years**, since the date of the CGMP certification or the date of last recertification (whichever is later).

The recertification process is as follows:

1. Application must be filled in completely and legibly.
2. Documentation **MUST BE ATTACHED**, with proof of continuing education.
3. Application must be signed and dated to be eligible for CGMP recertification.
4. Refer to your renewal notice for application deadline. Payment and completed application must be mailed to SGMP Headquarters Office no later than the date in your notice.

Name: _____

Date of original certification: _____

Date of last recertification (if applicable): _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-mail Address: _____

SGMP Chapter Affiliation: _____ Membership Number: _____

Member Category: Government Planner Supplier
 Contract Planner Associate Supplier

*Note: Application must be filled in completely and legibly .Incomplete applications will be
RETURNED*

I. Work Experience in Government Meeting Management:

Continuing Work Experience (23 minimum points, 41 maximum points).
A minimum of 23 points is required for this section.

A. Work-related functions/responsibilities. Provide employment (not in a volunteer capacity) for the last three years only.

1. Current Position Title: _____

Description of Responsibilities: _____

Organization: _____

Employment Dates: From _____ To: _____ Total Years: _____

Supervisor Name: _____

Supervisor Contact information:

Phone: _____ Email: _____

Percentage of time spent in planning/working Government Meeting Management:

Check one: ____ Less than 50% (5 points) ____ More than 50% (10 points)

B. Company/Organization conferences/meetings held (e.g., worked on, planned, etc.). Provide the following information on a minimum of three, and a maximum of six conferences/meetings held (e.g., meeting size of 10 or more attendees). Attach plain bond paper with additional information on conferences/meetings held.

Please check the number of meetings held (note that credit will only be given for the first SIX meetings)

- **3 Meetings**
- **4 Meetings**
- **5 Meetings**
- **6 Meetings or more**

6 Points for each conference/meeting held.

1. Name of Conference/Meeting: _____
Meeting Dates (Month/Year): _____
Meeting Location (City, State): _____
Name of Meeting Venue (Hotel or Other Facility): _____

2. Name of Conference/Meeting: _____
Meeting Dates (Month/Year): _____
Meeting Location (City, State): _____
Name of Meeting Venue (Hotel or Other Facility): _____

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II. Continuing Education in Government Meeting Management:

Continuing Education (24 minimum points, 47 maximum points).

A minimum of 24 points is required for this section.

A. Non-SGMP Company/Organization Formal Training (i.e., government and industry-related training). Provide continuing education training received or other related-certification attained. Attach plain bond paper with additional formal training received, if needed. Proof of participation must be attached.

5 Points for each formal training and/or other certification attained.

Name of Course: _____

Institution/Facility: _____

Date(s): _____

Location: _____

Name of Course: _____

Institution/Facility: _____

Date(s): _____

Location: _____

Name of Course: _____

Institution/Facility: _____

Date(s): _____

Location: _____

Title of Certification (other than CGMP, such as CMP, CHSE, etc.): _____

B. Attendance at Non-SGMP Government and Industry related meetings/workshops/trade shows in the past three years. (e.g, Affordable Meetings, Meetings Quest, etc.) Attach plain bond paper with additional information, if needed. Proof of participation must be attached

3 Points for each meeting/workshop/trade show attended.

Name of Meeting/Workshop/Trade Show: _____

Sponsor: _____

Date(s): _____

Location: _____

Name of Meeting/Workshop/Trade Show: _____

Sponsor: _____

Date(s): _____

Location: _____

Name of Meeting/Workshop/Trade Show: _____

Sponsor: _____

Date(s): _____

Location: _____

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II. Continuing Education in Government Meeting Management: Continued

C. Attendance at local SGMP Chapter Monthly Educational Meetings and/or chapter education conference. Must have attended at least FOUR meetings in a calendar year for a total of 12 meetings during the past three years. Attach plain bond paper with additional information. Proof of Attendance Must be Attached.

2 Points for each monthly meeting attended.

Month/Year: _____
Meeting Topic: _____
Meeting Location (Facility/City) : _____

Month/Year: _____
Meeting Topic: _____
Meeting Location (Facility/City) : _____

Month/Year: _____
Meeting Topic: _____
Meeting Location (Facility/City) : _____

D. Attendance at SGMP Annual National Education Conference. Must have attended at least one national conference during the past three years. Attach plain bond paper with additional information. Proof of attendance must be attached (registration confirmation, CEU certification etc.).

5 Points for each SGMP National Education Conference attended the past three years.

Month/Year: _____
Conference Theme: _____
Meeting Location (Facility/State): _____

Month/Year: _____
Conference Theme: _____
Meeting Location (Facility/State): _____

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Bonus Points: (2 minimum points, 6 maximum points). Attach plain bond paper with additional information, if needed. Proof of participation must be attached.

2 Points each for participation as a Presenter or Panel Member.

1. Presenter or Panel Member at local Chapter Monthly Educational Meeting.

Month/Year: _____
Meeting Topic: _____
Meeting Location (Facility/State): _____

2. Presenter or Panel Member at SGMP Annual National Education Conference.

Month/Year: _____
Meeting Topic: _____
Meeting Location (Facility/State): _____

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III. Professional Contributions in Government Meeting Management:

Professional Contributions (2 minimum points, 6 maximum points).

A minimum of 2 points is required for this section.

Professional contribution can be accomplished by authoring published articles, serving on a board/committee, or recruiting new planner members. Attach plain bond paper with proof of published article.

2 Points for each published article.

1. Written Article(s) for the SGMP Advantage Magazine.

Title of Article: _____

Issue/Volume: _____

Date of Issue: _____

2. Written Article(s) for the local Chapter Newsletter.

Title of Article: _____

Issue/Volume: _____

Date of Issue: _____

3. Written Article(s) for Other Industry-related Publications/Magazines/Newsletters.

Name of Publication: _____

Title of Article: _____

Issue/Volume: _____

Date of Issue: _____

Bonus Points: (3 minimum points, 9 maximum points). Attach plain bond paper with additional information, if needed. **Proof of participation in position must be attached.**

4 Points for each Board Position Held during a Term of Office.

3 Points for each Committee Position Held in the past three years.

2 Points for each New Member Recruited in the past three years.

1. Serve on the SGMP Local Chapter or National Board of Directors.

Chapter/Board Name: _____

Position Held: _____

Term of Office: _____

2. Serve on the SGMP Local Chapter or National Committee.

Chapter/Board Name: _____

Position Held: _____

Term of Office: _____

3. Recruited planner member(s) to join SGMP within the last three years. Attach plain bond paper with additional information, if needed.

a. Name of New Member: _____

Chapter Affiliation: _____ Month/Year Joined: _____

b. Name of New Member: _____

Chapter Affiliation: _____ Month/Year Joined: _____

Note: Application must be filled in completely and legibly. Incomplete applications will be

RETURNED

You must complete this form in its entirety and sign below. Proof of Documentation MUST BE ATTACHED. Incomplete applications, including those with insufficient supporting documentation will be RETURNED. Non-refundable Re-Certification Fee: \$100.00

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

Name (print): _____

Signature: _____ Date: _____

Refer to your renewal notice for application deadline. Payment and completed application must be mailed to SGMP Headquarters Office no later than the date in your notice.

SGMP Headquarters Office
Attn: CGMP Recertification
908 King Street, Lower Level
Alexandria, VA 22314

Recertification Application Fee: Payment in the amount of \$ 100.00 can be made by check, credit card, or purchase order. Indicate method of payment below:

Payment by Check (Payable to SGMP): _____ Check Number: _____

Payment by Purchase Order: _____ Company Name: _____

If paying by credit card, please complete the following:

Credit Card Type: _____ American Express _____ VISA _____ Master Card

Name on Card (print): _____

Card Number: _____ Expiration Date: _____

Phone Number: _____ Fax Number: _____

Signature: _____

Name of CGMP member Recertifying (if different than above): _____

SGMP HQ USE ONLY: TOTAL POINTS: _____

Note: Application must be filled in completely and legibly. Incomplete applications will be RETURNED