



CVP

CERTIFIED VENUE PROFESSIONAL APPLICATION FORM

Name: _____
(As you would like it to appear on your plaque)

Venue: _____

Position: _____

Venue Address: _____
Street Address or P.O. Box

City, State/Province, Zip/Postal Code

Home Address: _____
Street Address or P.O. Box

City, State/Province, Zip/Postal Code

Email: _____

Phone: Office: _____ Cell: _____

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To speed the processing of your application, you should submit evidence for the points you claim. The Certification Board may request documentation of any and all claims of points. Any supplemental materials should be labeled clearly and should make reference to the specific section of the application to which they refer. If you cannot provide evidence when it is requested, the Certification Board may, in its sole discretion, decide not to give you credit for unsubstantiated claims.
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HIGHER EDUCATION, PUBLIC ASSEMBLY VENUE MANAGEMENT/INDUSTRY EXPERIENCE & CERTIFICATION

This section records your educational achievement in college credit (*not* continuing education) course work at a college or university Accredited by regional or national college accrediting bodies. Please include copies of diplomas or final transcripts.

Higher Education

You should write in the number of points shown only for the *highest* degree you have earned. For instance, if you hold both an associate's degree and a bachelor's degree, you have earned 30 points, not 45 points. Graduate Study is defined as higher education (master's level or higher) that does not culminate in a terminal degree. If you do not have a bachelor's degree, you may substitute prior management experience in the area of *public assembly venue management* in the Public Assembly Venue Management Experience section.

<i>Degree</i>	<i>Institution</i>	<i>Year</i>	<i>Point Calculation</i>	<i>Points</i>
_____	_____	_____	(50 points)	_____
_____	_____	_____	(40 points)	_____
_____	_____	_____	(30 points)	_____
_____	_____	_____	(15 points)	_____
_____	_____	_____	(1 pt./3 semester hours)	_____
_____	_____	_____	(2pt./3 semester hours)	_____

PUBLIC ASSEMBLY VENUE MANAGEMENT/INDUSTRY EXPERIENCE

Secondly, Venue management experience must be a minimum of three (3) years experience in mid-level to senior level management within a public assembly venue's management structure or an industry-related supplier of products or services. Evidence of work experience should include *copies of job descriptions and organization charts*. Public assembly venues are arenas, stadiums, auditoriums, exhibit halls, convention centers, performing arts theaters or amphitheaters.

<i>Venue</i>	<i>Location</i>	<i>Position</i>	<i>Dates (Month/Year –Month/Year)</i>	<i>Points (1/Month)</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CERTIFICATION

This Section records professional certifications you have earned, such as CMP (Certified Meeting Professional) or CFE (Certified Fairs Executive).

Designation & Certifying Organization _____ (15 points) _____

TOTAL HIGHER ED., MGMT. EXPERIENCE & CERT. POINTS (140 maximum, 66 minimum) _____

If an applicant has not earned a four-year college degree, additional years of management experience in the area of public assembly venue management beyond the required three (3) years must be submitted. If you are substituting work experience for the requirement of a four-year college degree, you must document additional work experience. Please attach separate sheets to this application form documenting that experience, including organization charts and job descriptions. All work experience is subject to approval by the Certification Board.

CONTINUING EDUCATION

Approved continuing education programs are listed in Professional Development and Service in the accompanying information package. To receive credit for programs not listed, you must include a program from the event for evaluation by the Certification Board. The determination as to whether you will receive credit rests solely with the Certification Board.

VENUE MANAGEMENT SEMINARS OR CONFERENCES *(includes Severe Weather Preparedness, Facility Law)*

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (5 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MANAGEMENT SEMINARS (NON-VENUE RELATED) OR CONFERENCES

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (5 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VENUE MANAGEMENT WEBINARS (AUDIOCONFERENCE)

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MANAGEMENT (NON-VENUE RELATED) WEBINARS (AUDIOCONFERENCE)

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IAVM ONLINE DIGITAL CONTENT

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (3 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VENUE INTENSIVE EDUCATION PROGRAMS (VMS @ Oglebay, Graduate Institute and VMS Asia Pacific students earn 20 points per one-week class; Leadership Institute and Senior Executive Symposium attendees earn 20 points per program. Academy for Venue Safety & Security attendees earns 20 points per program)

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (20 per program)</i>

TOTAL CONTINUING EDUCATION POINTS (100 maximum, 20 minimum) _____

TEACHING/PROGRAM PARTICIPATION (in addition to points above) _____

Participation as a teacher, speaker, or presenter of a continuing education program or professional program. To receive credit for programs not listed, you must include a printed program from the event for evaluation by the Certification Board. The determination as to whether you will receive credit rests solely with the Certification Board.

VENUE MANAGEMENT SEMINARS OR CONFERENCES

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (5 per program)</i>

MANAGEMENT SEMINARS (NON-VENUE RELATED) OR CONFERENCES

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>

INDUSTRY RELATED COLLEGE COURSES

<i>Course Name</i>	<i>University or College</i>	<i>Dates</i>	<i>Points (15 per semester)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MENTOR CONNECTOR PROGRAM

	<i>Dates</i>	<i>Points</i>
Coach (2 points per relationship with a limit of 3 relationships per year; Maximum 6 points per year.)	_____	_____
Mentor (5 points per relationship; Maximum 1 relationship per year.)	_____	_____
Protégé (2 points per relationship; Maximum 1 relationship per year.)	_____	_____

TOTAL TEACHING/PROGRAM PARTICIPATION POINTS (30 maximum, 0 minimum) _____

PUBLICATION OF WRITTEN WORKS _____

VENUE MANAGEMENT PUBLISHED ARTICLES

<i>Title</i>	<i>Published in</i>	<i>Date</i>	<i>Points (3 per article)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL PUBLICATIONS POINTS (15 maximum, 0 minimum) _____

PROFESSIONAL AND COMMUNITY ACTIVITIES _____

**PROFESSIONAL ORGANIZATIONS
SERVICE ON BOARD**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (4 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SERVICE ON COMMITTEE

<i>Organization</i>	<i>Committee</i>	<i>Dates</i>	<i>Points (3 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFICER OF BOARD (in addition to Service on Board points)

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (2 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHAIR OF COMMITTEE (in addition to Service on Committee points)

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LOCAL/COMMUNITY ORGANIZATIONS

SERVICE ON BOARD

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (2 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SERVICE ON COMMITTEE

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (2 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFICER OF BOARD (in addition to Service on Board points)

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHAIR OF COMMITTEE (in addition to Service on Committee points)

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1/2 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHAPTER MEETINGS/AFTER 5 EVENTS

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL PROFESSIONAL/COMMUNITY POINTS (50 maximum, 0 minimum) _____

GRAND TOTAL POINTS (100 minimum) _____

PROFESSIONAL REFERENCES

As part of the application, each applicant is **required** to provide three references forms from individuals working in the field of public assembly venue management who could attest to the candidate's professional experience and qualifications. Candidate's current employer or former employer (as applicable) is to be listed as the first reference. The Professional Reference Form is located under the CVP Application / Information tab on the IAVM CVP website.

The references must send their completed forms to IAVM HQ by email to certification@iavm.org. These references will be contacted by the IAVM Certification Board to verify qualifications.

1. Name: _____ Position: _____
Organization: _____
Address: _____

Telephone: _____
Email: _____

2. Name: _____ Position: _____
Organization: _____
Address: _____

Telephone: _____
Email: _____

3. Name: _____ Position: _____
Organization: _____
Address: _____

Telephone: _____
Email: _____

IAVM CODE OF ETHICS

The International Association of Venue Managers is, as the name implies, an association of managers—the people who administer the affairs of public assembly facilities.

IAVM's objectives are to promote and develop the use of public assembly facilities along definite lines of entertainment and public advancement; to use every effort to acquaint and circulate information of interest and value to the public and managers pertaining to the successful use of such buildings; to cultivate acquaintances among the managers of public assembly facilities; to increase their ability in promoting more frequent use of such buildings by the public and to standardize practices and ethics of management and relationship to the public. To further the objectives of the International Association of Venue Managers, the Association believes that certain ethical principles should govern the conduct of every professional manager in the Association.

The manager should:

- o Strive for continued improvement in the proficiency and usefulness of service.
- o Maintain the highest ideals of honor and integrity in all public and personal relationships.
- o Emphasize friendly and courteous service to the public and recognize that the function of the building is at all times to serve the best interest of the public.
- o Exercise fair and impartial judgment in all Association and professional business dealings.
- o Maintain the principle of fairness to all.
- o Have a firm belief in the dignity and worth of service rendered by the building and have a constructive, creative, and practical attitude.
- o Refrain from any activity that may be in conflict with the interest of the employer.

OTHER INFORMATION

If additional space is required, attach extra 8 ½ x 11 sheets to the application. Make certain your name appears at the top of all supplemental sheets. Number all pages, which should be stapled together with the application form on top.

Before submitting your application, double check that all requirements have been fulfilled. ***The Certification Board will respond to your request within 45 days of your submission.***

A non-refundable application fee of US\$125 (US\$195 non-member of IAVM) must accompany the application; An exam fee of US\$395 (US\$545 for non-members) will be collected following acceptance of the application and once the exam location is determined. Note: It is required that exam fees are paid in full no less than 14 days prior to the exam in order to ensure your seat at the specified date, Payment may be made by credit card or check, payable to the *International Association of Venue Managers*.

APPLICANT'S STATEMENT

___By checking this box, I am documenting the need for accommodations in testing in accordance with the Americans with Disabilities Act of 1990 and will contact the Certification Administrator with specifications.

I hereby apply for certification offered by the International Association of Venue Managers and understand that the information accrued in the certification process may be used for statistical purposes and for evaluation of both the Certified Venue Professional and the Certified Facilities Executive programs. I further understand that the information for my certification records will be treated confidentially. To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that the IAVM Certification Board reserves the right to verify any or all information on this application and that any incorrect or misleading information may constitute grounds for revocation of my accreditation or other disciplinary action. I have read and understand all of the aforementioned information and agree to abide by terms and conditions contained herein.

If awarded the designation of CERTIFIED VENUE PROFESSIONAL, I agree to uphold the Code of Ethics adopted by IAVM.

Signed by: _____
Applicant *Date*

**Please Return To:
IAVM, CVP Program
635 Fritz Dr., Suite 100
Coppell, TX 75019**

**Phone: 972-906-7441/ Fax: 972/906-7418
Email: certification@iavm.org**