Certified Venue Professional
Renewal Application Form

Name: _____

Venue: _____

Position: _____

Venue Address: _____

City, State/Province, Zip: _____

Home Address: _____

City, State/Province, Zip: _____

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Certified Venue Professionals must renew every three years in order to maintain their certification. The Certification Board has established this requirement under the rationale that maintaining competency in the field of public assembly venue management requires continuing professional development through activities such as continuing education programs, teaching and program planning, writing and publishing and community service. Renewal demonstrates your continued dedication to stay up-to-date with the changing Public Assembly Venue Management profession, and it is an important indicator that shows your dedication to your profession and industry by continuing your education and maintaining your certification. In addition, renewal is a process necessary to maintain the standards of the Certification program. The renewal requirement, combined with the rigorous selection process the Certification Board has developed for certification, will ensure that your CVP designation continues to be an acknowledged mark of your professional status among public assembly venue professionals.

CVPs must submit their application for renewal three years after the January 1st that immediately follows earning the designation. For instance, CVPs who earned the designation in July 2022 are required to submit a new application for renewal by January 1, 2026. Points for January 1, 2024 renewal would be accumulated for the calendar years 2021, 2022, and 2023. For candidates who serve on official active military duty, the three year renewal requirement will be extended, with no penalty, at the candidate's request. When the Certification Board receives such a request, it will notify the candidate of the new, adjusted deadline.

Renewal Fee: The renewal fee is **US$150 members / US$200 non-members** (not holding membership in IAVM at the time of their renewal). ***CVPs who fail to renew by the January 1st deadline may submit the paperwork January 2nd through March 31st, but will pay an additional $100 penalty fee to do so. Failure to renew will result in the CVP status being revoked.***

Lifetime Certification: The Certification Board has approved a "CVP retired" status. A CVP, upon retirement from the industry, is certified for life. No further action is necessary except to notify the IAVM office.

APPLICANT'S STATEMENT I hereby apply for renewal offered by the International Association of Venue Managers and understand that the information accrued in the renewal process may be used for statistical purposes and for evaluation of the certification program. 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 IAVM 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 certification or other disciplinary action.

Signed by: _____

Date: _____

CONTINUING EDUCATION

The Certification Board will require proof of attendance to any non-IAVM sponsored program. Sponsors typically will provide a Certificate of Completion or other documents showing attendance. Education activities should cover subject matter that clearly contributes to the applicant's practice as a manager or professional in a public assembly venue. In cases where the title of the program does not clearly reflect the relevancy, the applicant should submit a statement describing the content of the program and its' application to the applicant's professional work activities. The determination as to whether you will receive credit rests solely with the Certification Board.

IAVM SPONSORED VENUE MANAGEMENT SEMINARS OR CONFERENCES (Venue*Connect-10 pts.)*

Program Name	**Sponsoring Organization**	**Dates**	**Points (5 per program)**

NON-IAVM SPONSORED VENUE MANAGEMENT SEMINARS OR CONFERENCES

Program Name	**Sponsoring Organization**	**Dates**	**Points (3 per program)**

MANAGEMENT SEMINARS OR CONFERENCES (NON-VENUE RELATED)

Program Name	**Sponsoring Organization**	**Dates**	**Points (2 per program)**

VENUE MANAGEMENT WEBINARS (AUDIO CONFERENCE)

Program Name	**Sponsoring Organization**	**Dates**	**Points (2 per program)**

IAVM CHAPTER MEETINGS OR VMA "AFTER 5" MEETINGS

Program Name	**Sponsoring Organization**	**Dates**	**Points (2 per program)**

MANAGEMENT WEBINARS (AUDIO CONFERENCE - NON-VENUE RELATED)

Program Name	**Sponsoring Organization**	**Dates**	**Points (1 per program)**

VENUE INTENSIVE EDUCATION PROGRAM

Examples of some venue intensive education programs:

- IAVM Venue Management School (VMS)
- IAVM Graduate Institute (GI)
- VMA Asia Pacific Venue Management School
- VMA Asia Pacific Leadership Institute
- IAVM Senior Executive Symposium (SES)
- IAVM Academy for Venue Safety & Security (AVSS)

Program Name	Sponsoring Organization	Dates	Points (20 per program)

TOTAL CONTINUING EDUCATION POINTS *(15 maximum)* _____

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

Program Name	Sponsoring Organization	Dates	Points (5 per program)

MANAGEMENT SEMINARS (NON-VENUE RELATED) OR CONFERENCES

Program Name	Sponsoring Organization	Dates	Points (2 per program)

INDUSTRY RELATED COLLEGE COURSES

Course Name	University or College	Dates	Points (15 per semester)

MENTOR CONNECTOR PROGRAM

Type of Relationship	Dates	Points
Coach (2 points/relationship; limit 3 per year. Maximum 6 points per year)		
Mentor (5 points/relationship. Maximum 1 relationship per year)		
Protégé (2 points/relationship. Maximum 1 relationship per year)		

TOTAL TEACHING / PROGRAM PARTICIPATION POINTS *(10 maximum)* _____

PUBLICATION OF WRITTEN WORKS

FACILITY MANAGEMENT PUBLISHED ARTICLES

Article Title	**Published In**	**Date**	**Points (3 per article)**

TOTAL PUBLICATIONS POINTS *(5 maximum)* _____

PROFESSIONAL AND COMMUNITY ACTIVITIES

PROFESSIONAL ORGANIZATIONS

SERVICE ON BOARD

Organization	**Position**	**Dates**	**Points (4 per year)**

SERVICE ON COMMITTEE

Organization	**Committee**	**Dates**	**Points (3 per year)**

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

Organization	**Position**	**Dates**	**Points (2 per year)**

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

Organization	**Position**	**Dates**	**Points (1 per year)**

LOCAL / COMMUNITY ORGANIZATIONS

SERVICE ON BOARD

Organization	Position	Dates	Points (2 per year)

SERVICE ON COMMITTEE

Organization	Position	Dates	Points (2 per year)

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

Organization	Position	Dates	Points (1 per year)

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

Organization	Position	Dates	Points (0.5 per year)

CHAPTER MEETINGS / AFTER 5 EVENTS

Organization	Position	Dates	Points (1 per year)

TOTAL PROFESSIONAL AND COMMUNITY POINTS *(10 maximum)* _____

GRAND TOTAL POINTS (Minimum for renewal - 18 points) _____

Please send completed Application to:
IAVM, Certification Program
5601 Executive Dr., Suite 450
Irving, TX 75038

OR

Send via Email to: certification@iavm.org
Please call (972) 538-1000 with any application questions.