

## CVP Application Submission Checklist

Ready to apply?

Ensure your application is evaluated as quickly as possible by including all required items as listed below

- Application is filled out in its entirety and signed
- Letter of Confirmation is completed, signed, and attached to the application or has been emailed to [certification@iavm.org](mailto:certification@iavm.org)
- Application fee has been paid
- All minimum point totals have been met:
  - Higher Education & Management Experience: 66 points minimum
  - Continuing Education: 20 points minimum
  - Overall total points: 100 points minimum
- Supplemental documentation is attached to the application or has been emailed to [certification@iavm.org](mailto:certification@iavm.org):
  - Transcripts or copy of diploma for degree(s) earned
  - Job descriptions or organization charts
  - Proof of professional certifications held
  - Evidence demonstrating attendance at non-IAVM conferences, seminars, and webinars
  - Evidence demonstrating attendance at chapter meetings
  - Evidence supporting experience as a teacher, presenter, speaker or coach, mentor or protégé
  - Proof of board and committee service



# CVP

## CERTIFIED VENUE PROFESSIONAL APPLICATION FORM

Name: \_\_\_\_\_  
*(As you would like it to appear on your plaque)*

Venue: \_\_\_\_\_

Position: \_\_\_\_\_

Venue Address: \_\_\_\_\_

City, State/Province, Zip \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State/Province, Zip \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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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 & PROFESSIONAL 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.

Degree	Institution	Year	Point Calculation	Points
Doctoral			50 points	
Masters' Degree			40 points	
Bachelors' Degree			30 points	
Associate's (2 yr.or similar)			20 points	
Graduate Study			2 point/3 semester hours	
Undergraduate Study			1 point/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, universities, amphitheaters or fairgrounds.

NOTE: 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.

Venue	Location	Position	Dates	Points (1/month)

**PROFESSIONAL CERTIFICATIONS**

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

<b>Designation &amp; Certifying Organization (15 points each)</b>

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

**CONTINUING EDUCATION** \_\_\_\_\_

The Certification Board requires proof of attendance to any non-IAVM sponsored program. Sponsors will typically provide a Certificate of Completion or other documents showing attendance. Education activities should cover subject matter that clearly contributes to the applicant’s role 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 relevancy to the applicant’s professional work activities. The determination as to whether you will receive credit rests solely with the Certification Board.

<b>IAVM VenueConnect</b>		
<b>Program Name</b>	<b>Dates</b>	<b>Points (10 each)</b>

<b>IAVM Sponsored Venue Management Seminars or Conferences</b>		
<b>Program Name</b>	<b>Dates</b>	<b>Points (5 each)</b>

<b>Non-IAVM Sponsored Venue Management Seminars or Conferences</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (3 each)</b>

<b>Management Seminars or Conferences (Non-Venue Related)</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (2 each)</b>

<b>Venue Management Webinars (Audio Conference)</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (2 each)</b>

<b>IAVM Chapter or VMA "After 5" Meetings</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (2 each)</b>

<b>Venue Management Webinars (Audio Conference – Non-Venue Related)</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (1 each)</b>

**VENUE INTENSIVE EDUCATION PROGRAMS**

Approved venue intensive education programs:

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

<b>Venue Intensive Education Programs</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (20 per year)</b>

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

**TEACHING / PROGRAM LEADERSHIP** (in addition to points above)

Participation as a teacher, speaker, or presenter of a continuing education 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.

<b>Venue Management Seminars or Conferences</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (5 each)</b>

<b>Management Seminars or Conferences (Non-Venue Related)</b>			
<b>Program Name</b>	<b>Sponsoring Organization</b>	<b>Dates</b>	<b>Points (2 each)</b>

<b>Industry Related College Courses</b>			
<b>Program Name</b>	<b>University or College</b>	<b>Dates</b>	<b>Points (15 per semester)</b>

<b>IAVM Mentor Connector Program</b>	<b>Points</b>
Coach (2 points per relationship; 3 relationships 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 LEADERSHIP POINTS** (30 maximum, 0 minimum)

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**PUBLICATION OF WRITTEN WORKS** \_\_\_\_\_

<b>Venue Management Published Articles</b>			
<b>Title</b>	<b>Published In</b>	<b>Dates</b>	<b>Points (3 each)</b>

**TOTAL PUBLICATIONS POINTS** *(15 maximum, 0 minimum)* \_\_\_\_\_

**PROFESSIONAL AND COMMUNITY ACTIVITIES** \_\_\_\_\_

<b>Professional Organizations</b>			
<b>Service On Board</b>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (4/year)</b>

<b>Service on Committee</b>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (3/year)</b>

<b>Officer of Board</b> <i>(in addition to Service on Board points)</i>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (2/year)</b>



<b>Chair of Committee</b> <i>(in addition to Service on Committee points)</i>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (1/year)</b>

<b>Local Community Organizations</b>			
<b>Service On Board</b>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (2/year)</b>

<b>Service On Committee</b>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (2/year)</b>

<b>Officer of Board</b> <i>(in addition to Service on Board points)</i>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (1/year)</b>

<b>Chair of Committee</b> <i>(in addition to Service on Committee points)</i>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (.5/year)</b>

<b>Chapter Meetings / After 5 Events</b>			
<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points (1/year)</b>

**TOTAL PROFESSIONAL AND COMMUNITY POINTS** *(50 maximum, 0 minimum)* \_\_\_\_\_

**GRAND TOTAL POINTS** *(100 minimum)* \_\_\_\_\_

**LETTER OF CONFIRMATION** \_\_\_\_\_

As part of the application, each candidate is **required** to provide a Letter of Confirmation from executive(s) to whom they report, attesting to the applicant's position in mid-level to senior level management within a public assembly venue's management structure or an industry-related supplier of products or services. Please attach the letter of Executive Confirmation to the submitted application. The required Letter of Confirmation is located on the IAVM website. The reference may be contacted by the IAVM Certification Board with additional questions.

- Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## OTHER INFORMATION

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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\$250 non-member of IAVM)** must accompany the application; An exam fee of **US\$400 (US\$550 for non-members)** will be collected following acceptance of the application and once the exam location and date 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*.

## IAVM CODE OF ETHICS

The International Association of Venue Managers (IAVM) is, as the name implies, an association of managers – the people who administer the affairs of public assembly venues.

IAVM's objectives are to:

- Promote and develop the use of public assembly venues along definite lines of entertainment and public advancement;
- Use every effort to acquaint and circulate information of interest and value to the public and members pertaining to the successful use of such venues;
- Cultivate acquaintances among the employees of public assembly venues;
- Increase their ability in promoting more frequent use of such venues by the public, and;
- 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 member of the Association.

The member should:

- Recognize that diversity is an inherent characteristic to a strong and vital community;
- Strive for continued improvement in the proficiency and usefulness of service;
- Maintain the highest ideals of honor and integrity in all public and personal relationships;
- Emphasize friendly and courteous service to the public and recognize that the function of the venue is at all times to serve the best interest of the public;
- Exercise fair and impartial judgment in all Association and professional business dealings;
- Maintain the principle of fairness to all;
- Have a firm belief in the dignity and worth of service rendered by the venue and have a constructive, creative, and practical attitude, and;

- Refrain from any activity that may be in conflict with the interest of the employer.

## **APPLICANT'S STATEMENT**

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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.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please save completed application and upload to your IAVM Member Dashboard under the CVP/CVE tab. You will be able to submit your application and pay the application fee.**

**If mailing a check please include a copy of the application invoice you generate when submitting your application and mail to :**

**IAVM, Certification Program  
5601 Executive Dr., Suite 450  
Irving, TX 75038**

Please call (972) 906-7441 or email [certification@iavm.org](mailto:certification@iavm.org) with any application questions.