



Certified Venue Executive

4 Steps to Certification Information

Information for Prospective Candidates for the CVE Program

Four Steps to Certification

Step One: Application including Fee Payment

Prerequisite for application:

- Minimum of five (5) years of experience at the top two levels of management at a public assembly facility or an industry-related supplier of a product or service.
- Minimum of 275 points representing education, industry experience, continuing education, teaching/program leadership, publications or written works and professional/community activities.
- A letter of confirmation from the candidate's executive to who they report confirming the applicant's position in the top two levels of the organizations structure as:
 - Principal executive responsible for the day-to-day operation of venue(s)
 - Second-level management executive who directly reports to the principal executive responsible for the day-to-day operation of venue who themselves are responsible for day-to-day operations
 - The letter should detail the writer's role and position relative to that of applicant.
- Letter of exception: IAVM Headquarters will consider granting an exception to the top two levels of management based on the responsibilities of each level. Candidates' should request their principle office submit a letter explaining the organizations management structure and include the organizational chart to IAVM Headquarters for review to certification@iavm.org.
- Membership in International Association of Venue Managers (IAVM) is not required to apply for Certified Venue Executive (CVE) certification.

Application Fee:

- \$200 (US Currency) for IAVM members.
- \$275 for non-member of IAVM.
- Payment via credit card or check.

Applications Must Include:

- Complete the online application form to include education, experience, program participation, publications, and professional, and community activities. Point values are assigned to each area, which can be accumulated over any span of time, are awarded for each of these activities.
- Applicants are required to provide letter of confirmation confirming they have 5 years experience at the top two levels of management at a public assembly facility or an industry-related supplier of a product or service or have received an exception.
- The have the minimum amount of points required for an application of 275.
- The CVE Application form can be found in this location on the IAVM.org website.
 - <https://iavm.org/cve>

Application Administration

- Applications are submitted to and verified by IAVM Headquarters. When verified, candidates move to Step Two of the testing process. Candidates will be notified by IAVM staff of the status of their application and then invited to move to Step Two.
- There is no deadline for the submission of applications.

Step Two: Written Exam - Multiple Choice Questions

What the Written Exam- Multiple Choice questions will cover:

- A 250 question exam will encompass the full range of skills, knowledge and attributes as found in the core competencies and management concepts of public assembly venues, which will include arenas, amphitheaters/fairs, stadiums, convention centers, and performing arts venues as examples.
- A list of suggested study materials for the CVE Written Exam – Multiple Choice question will be provided to applicants who complete Step One.
- Candidates working and/or living in the U.S. will receive exams with questions relating to U.S. law.
- Candidates from outside the U.S. will not be expected to know U.S. laws, but may be tested on knowledge of comparable regulations from their regulatory authorities.

Exam Fee:

- \$450 (US Currency) for IAVM members.
- \$600 for non-member of IAVM.
- Exam fee is due once the exam date is confirmed and must be paid no less than fourteen (14) days in advance of the scheduled exam date.
- Payment via credit card or check.

Exam Administration:

- Examinations may be administered/proctored by the candidate's venue's HR department, by any current CVE, by a testing facility, or at VenueConnect, subject to IAVM staff availability.
- Candidates need to submit their preferred examination date to the Certification Manager at least 30 days prior to the exam.
- Candidates will be informed of their exam results within ten days of their examination date.
- A list of suggested study materials for the CVE Written Exam – Multiple Choice question will be provided to applicants who complete Step One.

Candidates who fail the Written Exam – Multiple Choice

- Candidates who fail the examination are eligible to retake the exam no sooner than 60 days after the failed examination. A written request must be submitted to the IAVM Certification Manager at least thirty (30) days prior to the desired exam date. An examination retake fee of US\$25 must be paid at least 14 days prior to the exam date.
- Candidates who fail the examination three (3) times will be required to submit a new application, fees, and meet all eligibility requirements in effect at the time of the application.
- Any retake of the exam must be completed within three (3) years of the original exam date.

Candidates who pass the Written Exam - Multiple Choice Questions will be invited to move to Step Three: Written Exam – Essay Questions.

Step Three: Written Exam – Essay Questions

What the Written Exam – Essay Questions will cover:

The Written Exam – Essay questions will allow the candidate to share an element of each core competency and will require written answers using proper grammar and sentence structure.

Exam Administration:

- Detailed instructions concerning the essay structure and content will be provided after passing Step Two -Written Exam.
- Written essays must be submitted by March 1st, in order for the candidate to sit for the Oral Exam at VenueConnect in the same calendar year (if they pass the Written Essay).
- Written Exam Essays Questions exams will be rated on a pass or fail basis.
- Candidates will be required to declare that they are the author of their written essay and it is their original thinking and work.
- Candidates who are successful in the Written Exam - Essay questions will be informed of their status within four (4) weeks of submission of the essay.

Candidates who fail the Written Exam - Essay Questions

- A candidate whose Written Exam – Essay Questions fail to pass will receive suggestion to improve answers and be allowed to rewrite and resubmitted exam.
- Re-submitted essays will be reviewed by the Certification Board and rated on a pass or fail basis.

Candidates who are successful in the first three steps will be invited to sit for the Oral Examination.

Step Four: Oral Exam

What the Oral Examination will cover:

The Oral Exam Panel will evaluate the candidate's knowledge of a series of the core industry topics that probe the following topics:

- Professional experience.
- Professional contributions.
- Core competencies of venue management.
- Management concepts of public assembly venues which includes arenas, amphitheaters/fairs, stadiums, convention centers, and performing arts venues as examples.
- The candidate's ability to communicate their knowledge.

Exam Administration:

- Oral Exams are conducted at:
VenueConnect, IAVM's Annual Conference & Trade Show, or via
videoconferencing

- Questions will be provided to candidates during the Oral Exam.
- Oral Exams are typically conducted by a panel of three (3) past or present Certification Commission members.

Re: Candidates who fail the Written Exam – Oral Questions

- Candidates who fail the Oral Exam will be allowed to reattempt this step the next time Oral Exams are conducted.
- Candidates who fail the Oral Exam two (2) times will not be permitted to reattempt any sooner than 12 months from the date of the second failed attempt.
- Candidates who fail the Oral Exam three (3) times will be required to resubmit a new application, fees, and meet all of the eligibility requirements in effect at the time of the application.
- Oral exams must be completed within five (5) years from the beginning of the certification process.

Questions not answered in this document:

Questions and Clarification

If you need clarification or have a questions not answered in this document, email the Certification Program Administrator at certification@iavm.org for a response.

Rights of Privacy

All information and transmissions submitted by or communication to the candidate as well as test results will be kept strictly confidential by IAVM and Certification Board.

Note: As mentioned elsewhere in this document the submission due date for the written essay is March 1st if the candidate wishes to be considered for an Oral Interview at VenueConnect during the same calendar year.

NOTE: ALL MATERIALS SUBMITTED WITH THE APPLICATION, INCLUDING THE WRITTEN ESSAY, BECOME THE PROPERTY OF IAVM, AND ARE NOT TO BE RETURNED TO THE APPLICANT.

Americans with Disabilities Act Statement:

In accordance with the requirements of the Americans with Disabilities Act of 1990, or based on local or country of origin laws and regulations, accommodations in testing can be made if the need is documented for the learner. Section 309 of the Americans with Disabilities Act (ADA) requires certification and testing organizations to comply with the Act. This section provides that:

“Any person who offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post- secondary education, professional, or trade purposes shall offer examinations or courses in a place and manner accessible to persons with disabilities, or offer alternative accessible arrangements for such individuals.”

The IAVM Certification Program complies with the Americans with Disabilities Act by ensuring that persons with disabilities have physical access to the testing facilities used by the Program. Further, the Program Administrator will make accommodation in the way the examination is administered for those persons who have disabilities. The application forms of the IAVM Certification Program provide space for indicating a disability and solicit suggestions

from the candidate as to how they can be best accommodated. Persons with questions concerning the Americans with Disabilities Act as it relates to the examinations given by the IAVM are encouraged to contact the Certification Program Administrator.

Non-discrimination Statement

The Certification Board shall not discriminate among applicants as to age, race, gender, sexual orientation, religion, national origin, disability or marital status. Accommodations will be made for individual with special needs to provide accessible access to each step to obtain certification.