



Below is a detailed overview outlining the itemization process to qualify for the CSEP certification examination. A minimum of 35 points and 3 years experience in the special event industry are required prior to examination.

I. Professional Special Event Planning Industry Experience

Category	Points earned per year	Description
Years of special event experience	1	A potential candidate MUST have a minimum of 3 points in this category prior to obtaining points in other sections.
Maximum points allowed for this section	5 points	

II. Special Events Industry Membership

Category	Points earned per year	Description
Membership in industry association(s) (ISES, MPI, NACE, ICA, SITE, ARA, etc.)	1	Attain points for membership in event planning associations/organizations.
Student membership in industry association(s)	0.5	
Maximum points allowed for this section	5 points	

III. Special Events Industry Leadership

Category	Points earned per term	Description
International president	3.5	Points are earned through leadership roles in the special events industry. Leadership roles can range from international to chapter roles and are received for each committee served per term.
International officer/board member	3	
Chapter officer	2.5	
Chapter board member	2	
Committee chair (international or chapter)	1.5	
Committee member (international or chapter)	1	
Maximum points allowed for this section	10 points	

IV. Education

Category	Points earned per item	Description
Master's degree/doctorate	3	Accumulate points for only the highest level of education attained.
Four year college degree	2	
Associate degree	1.5	
High school diploma or equivalent	1	
Maximum points allowed for this section	3 points	

V. Continuing Education and Industry Meetings

Category	Points earned per course/engagement	Description
University approved industry certificate program	0.5	Points earned through completion of certification program, Industry related Internship, or attending local/regional level meetings. Continuing education includes guest speakers, panel discussions, etc., incorporated in local/regional meetings.
Industry related internships	0.5	
Industry meetings with continuing education	0.25	
Industry meetings and chapter level meetings	0.20	
Maximum points allowed for this section	10 points	

VI. Professional Development

Category	Points earned per hour	Description
Industry related seminar or workshop	Number of hours ÷5	Earn points for instructional and speaker arrangements. Acquire points authoring an Industry relevant article, paper, training manual, or book (i.e. 10 hour seminar ÷5 = 2 points).
Industry related program or courses	Number of hours ÷5	
Industry related conferences & conventions	Number of hours ÷5	
Maximum points allowed for this section	15 points	

VII. Professional Industry Contributions

Category	Points earned per course/engagement	Description
University or college instructor	3	Earn points for instructional and speaker arrangements. Acquire points authoring an Industry relevant article, paper, training manual, or book.
Industry, university, or college speaker	1	
Industry panelist, moderator, or round table leader (minimum 1 hour session)	0.5	
Authoring of industry related book	4	
Co-author/contributor an industry related book	2	
Authoring an industry related paper, or article	1.5	
Authoring industry related training presentation	0.5	
Maximum points allowed for this section	15 points	

VIII. Industry Awards and Professional Designations

Category	Points earned per item	Description
International/national industry awards (ISES Esprit, Gala, Crystal Paragon, etc.)	1	Accrue points for industry awards and professional designations.
Regional/local industry awards	0.5	
Industry professional designation (CMP, CAE, CERP, etc.)	1	
Other designations (financial/risk management/business development/ethics/technical, etc.)	0.5	
Maximum points allowed for this section	5 points	

IX. Volunteer Activities

Category	Points earned per hour	Description
Approved safety/medical course	Number of hours ÷20	Earn points for participation in Industry related Volunteer projects. To accrue points calculate the number of hours for each engagement and divide contact hours by the number given (i.e. 10 hour Medical Course ÷20 = .5 point).
Chair of community service	Number of hours ÷15	
Community service project	Number of hours ÷20	
Industry related volunteer engagement	Number of hours ÷20	
Maximum points allowed for this section	5 points	

