



Certified Professional Catering Executive Application

Professional Certification

NACE encourages the professional development of caterers and event planners through voluntary participation in its certification program. Achievement of the Certified Professional Catering Executive (CPCE) designation demonstrates expertise in catering and events and is earned by taking a comprehensive examination that covers the core competencies of the industry.

The goals of the Certified Professional Catering Executive program are to:

- Establish a nationally recognized standard of competence in catering.
- Promote professional commitment to excellence in catering.
- Endorse active participation in educational offerings that support the continued competency of Certified Professional Catering Executives.
- Aid employers in identifying qualified catering personnel.
- Enhance the professional image of the catering executive.
- Provide a sense of personal achievement for the advancement of one's career.

The CPCE Exam

The CPCE exam consists of 175 multiple choice questions designed to emphasize the core competencies of the catering and event industry.

- Accounting
- Beverage Management
- Catering Services
- Contracts and Agreements
- Event Management
- Human Resources
- Food Production
- Sales and Marketing

Candidates will be given three hours to complete the exam. Successful candidates will earn the right to use the CPCE designation. Individuals who fail the exam may retake the exam a maximum of one time for a reduced fee within a one-year period.

Application Procedures

Complete the application form in its entirety. Applications for the examination are available online at www.nace.net.

- ✓ Submit a typed application form. (Note: You may type directly on the form). **Handwritten applications will not be accepted.**
- ✓ Make a copy of the completed application for your records.
- ✓ Mail the completed application, **documentation for all items listed** and full payment to **NACE, 9891 Broken Land Parkway, Suite 301, Columbia, MD 21046**. **If paying by credit card**, you may email your application and payment to kreilly@nace.net or fax to **410-290-5460**.

Applications must be postmarked or emailed **with payment and documentation** by **30 days prior** to your desired exam date. Incomplete applications and applications received after the deadline may be subject to a \$50.00 late fee, if accommodations can be made for that exam administration.



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CPCE Overview

Exam Eligibility

To be eligible to sit for the CPCE exam, applicants must be currently employed in the catering and event industry and must have a minimum of 60 points, as outlined by the eligibility requirements below. **Documentation must be attached to receive points** (this includes NACE-related activities). Your application **cannot** be approved until you have submitted your documentation.

Documentation Guidelines (*Please review before completing application*)

- **If documentation is in the form of a letter, it should be on official letterhead from the organization providing it**
- **Documentation must include the date(s) of the achievement**
- **Documentation for continuing education must include the number of hours of the educational session**

Experience in the Catering and Event Industry (*maximum of 10 points*)

- To be calculated with one point per year (from the past 10 years), to include full-time positions in catering and events
- Include title, description of job responsibilities, organization and employment dates
- Your supervisor's signature in the Immediate Supervisor Verification section will serve as documentation. If you are a business owner, a copy of your business license or a similar document will suffice.

Education and Continuing Education (*maximum of 50 points*)

Formal Education (*maximum of 10 points*)

Please list school name, address, degree and date issued. **Documentation must be included** (e.g., transcript, diploma, etc.). You will receive points for the **highest level** of education achieved.

- High School
- Internship Programs
- Associate's Degree
- Associate's Degree in hospitality management
- Certificate Degree in hospitality management
- Bachelor's Degree
- Bachelor's Degree in hospitality management
- Master's Degree
- Master's Degree in hospitality management

Continuing Education (*1 hour of continuing education = 1 point*)

Please list any continuing education programs which pertain to the catering or event industry (from the past 10 years). **Documentation must be attached and should include how many hours of educational instruction you received** (e.g. copies of certificates or letters on official letterhead).

- Company/organization sponsored continuing education or training
- Local professional development (including certificate programs)
- NACE education programs (chapter educational programs, Experience! Conference, Leadership Summit, webinars, seminars)
- Allied association education programs



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Industry Membership (maximum of 10 points, 1 point per year)

Candidates may receive one point per year for professional memberships from the past 10 years in recognized organizations that are directly related to the catering and event industry. **Documentation must be included** (e.g., letter from organization (on official letterhead), copy of membership certificate(s)/ card(s) or proof of payment(s)).

Accepted Industry Memberships

- American Culinary Federation
- American Hotel and Lodging Association
- American Society of Association Executives
- Association for Convention Operations Management
- Association of College Conference and Events Directors
- Association of Destination Management Executives
- Hospitality Sales and Marketing Association International
- International Special Events Society
- Meeting Professionals International
- National Association of Catering Executives
- Professional Convention Management Association
- Other industry membership and leadership positions (based on acceptance by NACE)

Leadership Positions (maximum of 10 points)

Candidates may receive points for leadership positions held for companies or organizations related to the catering and event industry **within the past 10 years**. Positions may be for held for company-sponsored committees or may be at the national or chapter level for organizations. Your **term must be completed** by the date of your application submission. **Documentation must be included** (e.g. appointment letter/committee list (on official letterhead) or certificate of recognition).

National Role	Points	Company Sponsored Role	Points	Chapter Role	Points
Officer of Board of Directors	6 per term	Officer of Board of Directors	5 per term	Officer of Board of Directors	4 per term
Board Member	5 per term	Board Member	4 per term	Board Member	3 per term
Committee Chairperson	4 per term	Committee Chairperson	3 per term	Committee Chairperson	2 per term
Committee Member	3 per term	Committee Member	2 per term	Committee Member	1 per term

Professional Achievements (maximum of 10 points)

The achievements must be related to the catering and event industry and must have been completed **within the past 10 years**. **Documentation must be included** as proof of completion (e.g., articles, certificates or letters on official letterhead).

- Seminar presenter (2 points)
- Seminar panelist (1 point)
- Teacher, facilitator/trainer or instructor (2 points per class, maximum of 10 points)
- Certifications or recertifications (2 points per certification/recertification)
 - CAE, CHME, CMM, CMP, CSEP, etc.
- Awards/recognition for professional accomplishment (2 points)
- CPCE Study Guide or Professional Reference Guide contributor (5 points)
- Author of professional article (2 points per article)
- Author of chapter in book (5 points)
- Book author (10 points)
- Author of a professional blog for a company or organization related to the catering and event industry (1 point)

NACE Support Activities (maximum of 10 points)

Activities that receive points in this area are part of the responsibilities of **NACE national or NACE chapter leaders** and/or **committees**. **Documentation must be included**. (e.g., letter from chapter board member or national staff member (on official letterhead)). Activities must have been completed within the past 10 years.

- NACE recruitment booth (1 point per occurrence)
- NACE related community service (1 point per occurrence)



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Candidate Information

Name _____
 Title _____
 Company _____
 Address _____
 City _____ State _____ Zip Code _____
 Work Telephone _____ Work Fax _____
 Work Email _____

Home Address _____
 City _____ State _____ Zip Code _____
 Home Telephone _____ Home Fax _____
 Home Email _____

Desired Exam Date _____

I. Employment Experience (10 points maximum)

Candidates are eligible for 1 point per year of full-time employment in the catering and event industry (from the past **10** years). Please include title, organization and employment dates. You may attach a separate sheet for additional experience. Your supervisor's signature in the Immediate Supervisor Verification section will serve as documentation. If you are a business owner, a copy of your business license or a similar document will suffice.

<input type="checkbox"/> Bridal/Wedding Consulting <input type="checkbox"/> Business/Industry Catering <input type="checkbox"/> Convention Center Catering <input type="checkbox"/> Country Club Catering <input type="checkbox"/> Event Planning <input type="checkbox"/> Hospital Catering <input type="checkbox"/> Hotel/Resort Catering <input type="checkbox"/> Hotel/Resort Convention Catering <input type="checkbox"/> Kosher Catering <input type="checkbox"/> Military Catering <input type="checkbox"/> Off-Premise Catering <input type="checkbox"/> Private Clubs <input type="checkbox"/> Restaurant Catering <input type="checkbox"/> School/University Catering <input type="checkbox"/> Sport Arena Catering	Job Title _____ Employer _____ Dates of Employment _____ Points _____ Job Title _____ Employer _____ Dates of Employment _____ Points _____ Job Title _____ Employer _____ Dates of Employment _____ Points _____
TOTAL POINTS _____	

II. Education and Continuing Education (50 points maximum)

A. Formal Education

Candidates may only claim points for the **highest level** of formal education achieved. **Documentation must be included** (e.g., transcript, diploma, etc.). Please select a **maximum of one** of the following education levels and complete the required information in the right column.

Levels of Education (select a max. of one level) <input type="checkbox"/> High School Graduate (1 point) <input type="checkbox"/> Some College (2 points) <input type="checkbox"/> Associate's Degree (2 points) <input type="checkbox"/> Bachelor's Degree (4 points) <input type="checkbox"/> Master's Degree (8 points) <input type="checkbox"/> Bachelor's Degree or Master's Degree in hospitality management (10 points) <input type="checkbox"/> Other	Institution _____ Address _____ Degree _____ Graduation Year _____
TOTAL POINTS _____	



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B. Continuing Education

Please list any continuing education programs which pertain to the catering or event industry that you have attended within the past **10** years. You may include company sponsored training, NACE educational programs and allied organization seminars and workshops. One point will be given for every 1 hour of instruction.

Documentation must be attached and should include how many hours of educational instruction you received (e.g., copies of certificates or letters on official letterhead).

Seminar/Course	Date(s)	Points
<i>Example: National Association of Catering Executives (NACE) Experience! 2010 Conference</i>	<i>Ex.: 7/25 - 28/2010</i>	<i>Ex.: 12.25</i>
TOTAL POINTS		

III. Industry Membership (10 points maximum)

Candidates may receive one point per year for professional memberships from the past **10** years in recognized organizations that are directly related to the catering and event industry. **Documentation must be included** (e.g., letter from organization (on official letterhead), copy of membership certificate(s)/card(s) or proof of payment(s)).

Organization	Dates of Membership	Points
<i>Example: NACE</i>	<i>Ex.: 2005 - 2010</i>	<i>Ex.: 5</i>
TOTAL POINTS		

IV. Leadership Positions (10 points maximum)

Candidates may receive points for leadership positions held for companies or organizations related to the catering and event industry **within the past 10 years**. Positions may be for held for company-sponsored committees or may be at the national or chapter level for organizations. Your **term must be completed** by the date of your application submission. **Documentation must be included** (e.g. appointment letter/committee list (on official letterhead) or certificate of recognition).

Organization/Position Title	Dates of Term	Points
<i>Example: NACE President (National Board)</i>	<i>Ex.: 2009-2010</i>	<i>Ex.: 6</i>
TOTAL POINTS		

V. Professional Achievements (10 points maximum)

A. Teaching and Seminar Presenter

Candidates may receive points per seminar or course taught related to the catering and event industry. The courses must have occurred within the past **10** years. **Documentation must be included** (e.g., letter (on official letterhead) or certificate from organization).

Course	Date	Points
<i>Example: Breakout Session Presenter: NACE Experience! 2010</i>	<i>Ex.: 7/26/10</i>	<i>Ex.: 2</i>
TOTAL POINTS		



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B. Author of Professional Articles, Books or Blogs

List each article, book or chapter within a book that you have written and had published in a recognized industry publication, as well as the title of each professional blog you have written for a catering or event company, within the past **10** years. To receive credit, you **must** submit a copy of each blog, article, chapter, or book cover.

Title	Publication	Date	Points
<i>Example: "Food and Wine Trends for 2010"</i>	<i>Ex.: Caterer's Magazine</i>	<i>Ex.: 7/2010</i>	<i>Ex.: 2</i>
TOTAL POINTS			

C. Certifications/Awards

List individual certifications and awards recognizing your catering and event expertise from the past **10** years. **Documentation must be included** (e.g. copy of certificate/award or letter from organization (on official letterhead)).

Certification/Award	Organization	Date	Points
<i>Example: Certified Meeting Professional (CMP)</i>	<i>Ex.: Conv. Industry Council</i>	<i>Ex.: 6/2009</i>	<i>Ex.: 2</i>
TOTAL POINTS			

VI. NACE Support Activities (10 points maximum)

Activities that receive points in this area are part of the responsibilities of national or chapter leaders and/or committees that have been completed within the past **10** years. **Documentation must be included** (e.g., letter from chapter board member or national staff member (on official letterhead)).

Activity	Date	Points
<i>Example: Worked NACE Booth at XYZ Tradeshow</i>	<i>Ex.: 3/2010</i>	<i>Ex.: 1</i>
TOTAL POINTS		

VII. Point Total (60 points required)

Category	Points
I. Employment Experience (10 points maximum)	
II. Education and Continuing Education (50 points maximum)	
A. Formal Education (10 points maximum)	
B. Continuing Education (1 hour of continuing education = 1 point)	
III. Industry Membership (10 points maximum)	
IV. Leadership Positions (10 points maximum)	
V. Professional Achievements (10 points maximum)	
A. Teaching and Seminar Presenter	
B. Author of Professional Articles, Books or Blogs	
C. Certifications/Awards	
VI. NACE Support Activities (10 points maximum)	
TOTAL POINTS	

Immediate Supervisor Verification

By my signature below, I attest to and verify that the above-named applicant for this certification examination is currently and has been employed in the catering and event industry and, to the best of my knowledge, meets the eligibility requirements above.

Supervisor Signature _____ Date _____
 Title _____ Phone _____
 Organization _____
 Address _____



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Candidate Signature

COMPLETE ENTIRE APPLICATION BEFORE SIGNING BELOW.

I have read the eligibility requirements and understand that I am responsible for knowing its contents. I certify that the information given in this application is accurate, correct and complete.

CANDIDATE SIGNATURE: _____

DATE: _____

Payment

Application Fee* Members \$395 Non-Members \$495

**Price includes the exam and one (1) copy of the NACE Professional Reference Guide. There is an additional fee for retaking the exam.*

NACE ID _____

Payment Method

Credit Card (circle one) (Visa/MasterCard/American Express) Amount _____

CC# _____ Expiration Date _____

Name on Card _____

Signature _____

Submit this completed application with required documentation and appropriate fee to **NACE, 9891 Broken Land Parkway, Suite 301, Columbia, MD 21046** or fax credit card payments to **410-290-5460**. Applications must be **postmarked** by 30 days prior to the exam date.



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AUTHORIZATION FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENT OF OBLIGATIONS

I authorize the Certification Commission of NACE (CCN) to make whatever inquiries and investigations that it deems necessary or appropriate to verify my credentials and professional standing in order for me to qualify to sit for the certification exam for which I am applying. Further, I understand that the CCN will treat the contents of this application as well as all documents relating to certification as confidential, except as necessary to administer the certification program.

I understand that after earning the credential, I am responsible for complying with all obligations for maintaining the credential, including obtaining the required continuing education credits within the specified time period and for making application for renewal of my certification. I further understand that it is my responsibility to inform NACE Headquarters of any changes in my mailing address.

I have read and understand the information provided in the eligibility requirements and will abide by the same. I declare that all information provided on my application is true. I understand that false information may be cause for denial or loss of the credential. I understand that I can be disqualified from taking or continuing to sit for an examination or from receiving examination scores, or I may have my examination scores disqualified, if the CCN, in its sole judgment, determines through either proctor observation or statistical analysis that I engaged in collaborative, disruptive, or other inappropriate behavior related to administration of the examination.

I further authorize NACE to release my current certification status at any time post-certification upon request (either written or verbal). I acknowledge that it is the policy of NACE not to release information regarding the scores obtained on the exams or to release information regarding the number of times a candidate has sat for the exams.

Candidate's Signature

Date

Candidate's Printed Name