



# Certified Professional Catering Executive Application

## CPCE Overview

### Exam Eligibility

To be eligible to sit for the CPCE exam, applicants must have a minimum of 30 points, as outlined by the eligibility requirements below.

#### ***Experience in Catering or Event Management (maximum of 10 points)***

- To be calculated with one point per year, to include catering and event management full-time positions
- Include title, description of job responsibilities, organization, and employment dates

#### ***Education and Continuing Education (maximum of 25 points)***

Please list school name, address, degree and date issued and attach appropriate documentation (e.g., transcript, diploma, certificate, etc.).

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

#### ***Continuing Education (10 hours of continuing education = 1 point)***

- Company sponsored continuing education
- Local professional development
- NACE education programs
- Allied association education programs
- Corporate training

#### ***Industry Membership and Leadership Positions (maximum of 10 points, 1 point per year)***

- 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)



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## Leadership Positions

Candidates may receive points for leadership positions held at the national or chapter level within the past 10 years. The organization must be related to the catering or event planning industry.

<b>National Role</b>	<b>Points</b>
Officer of Board of Directors	10
Board Member	8
Committee Chairperson	6
Committee Member	4

<b>Chapter Role</b>	<b>Points</b>
Officer of Board of Directors	5
Board Member	4
Committee Chairperson	3
Committee Member	2

## ***Professional Achievements (maximum of 10 points)***

The achievements must have been completed within last 10 years and not be part of your job responsibilities.

- Seminar presenter (2 points)
- Teacher (2 points)
- Author of professional articles (2 points)
- Certifications (2 points)
  - CAE, CHME, CMM, CMP, CSEP
- Awards/recognition for professional accomplishment (2 points)

Attach documentation of all achievements (seminar description, course description, name of article).