



# Certified Professional Catering Executive Recertification Application

## Recertification Requirements

Application requirements include the achievement of 60 points over a total of (5) five years from the date of your initial or last recertification date. **Documentation must be included** to receive points. Points may be earned as outlined below.

## Application Procedures

Complete the application form in its entirety.

- ✓ 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 and full recertification fee to **NACE, 9891 Broken Land Parkway, Suite 301, Columbia, MD 21046** or fax credit card payments to **410-290-5460**.

## Employment Experience in Catering or Event Management (*maximum of 5 points*)

CPCEs who continue to work in the industry on a full-time basis will earn points in this area. Please include job title, description of job responsibilities, organization, and employment dates **since your initial or last recertification date**. Also, please attach a copy of your resume as documentation.

## Formal Education (*maximum of 10 points*)

CPCEs who have completed an undergraduate or graduate degree in hospitality management or related fields **since their initial or last recertification date** may earn points in this area. Please list school name, address, degree and date issued. **Documentation must be included** (e.g., transcript, diploma, etc.).

- Associates Degree in hospitality/event management or related fields of study
- Bachelor's Degree in hospitality/event management or related fields of study
- Master's Degree in hospitality/event management or related fields of study

## Continuing Education in Catering or Event Management (*maximum of 50 points, 1 point for each hour of continuing education*)

CPCEs who have completed continuing education in any of the areas below **since their initial or last recertification date** are eligible to receive 1 point per hour of training. **Documentation must be included and should include how many hours of educational instruction you received** (copies of certificates or letters on official letterhead).

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



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## **Industry Memberships (maximum of 10 points, 1 point per year)**

Please list name of organization and years as a member **since your initial or last recertification date**.

**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)**

CPCEs may receive points for leadership positions held at the national or chapter level **since their initial or last recertification date**. The organization must be related to the catering or event management industry and your **term must be completed** by the date of your application submission. **Documentation must be included** (e.g. an appointment letter (on official letterhead) or certificate of recognition).

<b>National Role</b>	<b>Points</b>	<b>Chapter Role</b>	<b>Points</b>
Officer of Board of Directors	6 per term	Officer of Board of Directors	4 per term
Board Member	5 per term	Board Member	3 per term
Committee Chairperson	4 per term	Committee Chairperson	2 per term
Committee Member	3 per term	Committee Member	1 per term

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

The achievements must have been completed **since your initial or last recertification date**. **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 contributor (5 points)
- Author of professional article (2 points per article)
- Author of chapter in book (5 points)
- Book author (10 points)

## **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**. Activities must have been completed **since your initial or last recertification date**.

- CPCE examination proctor (1 point per occurrence)
- NACE recruitment booth (1 point per occurrence)
- NACE related community service (1 point per occurrence)
- CPCE Study Group leader (7 points per group)



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## Candidate Information

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

Home Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### I. Employment Experience (5 points maximum)

CPCes are eligible for one point per year of full-time employment in catering and event management **since their initial or last recertification date**. Please include title, organization and employment dates and **attach your resume as documentation**.

- Bridal/Wedding Consulting
- Business/Industry Catering
- Convention Center Catering
- Country Club Catering
- Event Planning
- Hospital Catering
- Hotel/Resort Catering
- Hotel/Resort Convention Catering
- Kosher Catering
- Military Catering
- Off-Premise Catering
- Private Clubs
- Restaurant Catering
- School/University Catering
- 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 (60 points maximum)

#### A. Formal Education (10 points maximum)

CPCes who have completed an undergraduate or graduate program in the hospitality industry **since their initial or last recertification date** may earn points in this area. **Documentation must be included** (e.g. transcript, diploma, etc.).

- Associates Degree in hospitality management (10 points)
- Bachelor's Degree or Master's Degree in hospitality management (10 points)

Institution \_\_\_\_\_  
 Address \_\_\_\_\_  
 Degree \_\_\_\_\_  
 Graduation Year \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_





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### B. Author of Professional Articles or Books

List each article, book or chapter within a book that you have written and had published in a recognized industry publication **since your initial or last recertification date**. To receive credit, you **must** submit a copy of each article, chapter, or book cover.

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

### C. Certifications/Awards

List individual certifications (or recertifications) and awards recognizing your catering and event planning expertise (**since your initial or last recertification date, excluding your CPCE certification**). 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>Convention Industry Council</i>	<i>6/2009</i>	<i>2</i>
<b>TOTAL POINTS</b>			

### 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. Documentation **must** be included. Activities must have been completed **since your initial or last recertification date**.

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

### VII. Point Total (60 points required)

Category	Points
I. Employment Experience (5 points maximum)	
II. Education and Continuing Education (60 points maximum)	
A. Formal Education (10 points maximum)	
B. Continuing Education (50 points maximum)	
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 or Books	
C. Certifications /Awards	
VI. NACE Support Activities (10 points maximum)	
<b>TOTAL POINTS</b>	

### Payment

**Application Fee**      Members \$195      Non-Members \$295

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.*