



Destination Management Certified Professional Examination Application

Please indicate address where information will be sent.

Mr. Mrs. Ms.

Name: Last/Family _____ First _____ M.I. _____

Address1: _____ Address2: _____

City: _____ State: _____ Country: _____

Postal Code: _____ Email: _____

Telephone: _____ Fax: _____

Job Title: _____ Name of Company: _____

Other Certifications: _____ Last 4 digits - SS# / Passport# _____

Is your company a current ADME member? Yes ___ No ___ # of Years? ___

You must sign the last page of the application and attach the essay, recommendations, and requested documentation for the application to be scored. In order to qualify for examination, applicant must be currently employed in the DMC industry and have a minimum of 3 years experience or a bachelors degree in a hospitality related major.

Summary

Experience	Section One	(Maximum allowed 35)	_____
Management	Section Two	(Maximum allowed 55)	_____
Education	Section Three	(Maximum allowed 20)	_____
Membership	Section Four	(Maximum allowed 10)	_____
Professional Contribution.....	Section Five	(Maximum allowed 30)	_____
Total		(Maximum allowed 150/ Minimum allowed 90)	_____

For ADME Office Use Only

Scored By: _____ Date _____ Qualified

Not Qualified

Verified By: _____ Date _____ Qualified

Not Qualified

Date Received _____
 Date Processed _____
 Code Number _____

Eligibility Point System

There are 150 points available within this application and a minimum of 90 points is required to qualify for the examination.

Section One – Experience in Destination Management

35 Points Maximum - See page 7 for instructions

This section seeks information about the number of years and percentage of time spent in destination management or directly related to the production and servicing of destination management.

Please provide appropriate employment data, beginning with your current position. The positions listed must be for employment in the destination management industry and not volunteer positions. Please describe your destination management experiences. Attach a separate sheet if more space is needed.

1. Current Title/Responsibility _____

Description of Responsibilities _____

Organization _____

Address _____

Employment From _____ To _____ Total Years _____

2. Title/Responsibility _____

Description of Responsibilities _____

Organization _____

Address _____

Employment From _____ To _____ Total Years _____



3. Title/Responsibility _____

Description of Responsibilities _____

Organization _____

Address _____

Employment From _____ To _____ Total Years _____

Additional Sheets Attached

Of these total years, the percent of time spent in **Destination Management** was:

0 - 25% = _____ years x 1 point per year = _____

26 - 50% = _____ years x 2 point per year = _____

51 - 75% = _____ years x 3 point per year = _____

76 - 100% = _____ years x 4 point per year = _____

Total Point Count for Section One (Maximum allowed 35) _____

Please transfer total to Section One Total on page A

Section Two - Management Responsibility Scope/Level

55 Points Maximum

The Points for Management Responsibility must have been accrued in the last three consecutive years and for the positions listed in Section 1

A. Management of People (5 Points Maximum) – see page 7 for instructions
Full-time management position (including selection, training and termination) in destination management.

Number of People reporting to me:

Full time Employee _____ Part Time/Independent Contractor _____
(1 point each) (1/2 point each)

Point Count for Section 2-A (Maximum allowed 5) Subtotal _____

Please transfer subtotal to Section Two Total on page E

B. Destination Management Service (20 Points Maximum)

Please enter the appropriate points opposite each destination management function for which you have been responsible within the past five years. The DMCP exam is based on these functions.

Destination Management Functions		Points	Points
A. PROGRAM	1. Goals and Objectives	2	_____
	2. Program Content	2	_____
	3. Evaluation	1	_____
B. FINANCIAL	4. Fiscal Analysis Contracts & Insurance	1	_____
	5. Budgeting	2	_____
C. FACILITIES & SERVICE	6. Site and Facility Selection	2	_____
	7. Support Services	1	_____
	8. Facilities Staff	1	_____
	9. Technology Utilization (Administration)	2	_____
D. LOGISTICS	10. Reservations and Housing	1	_____
	11. Transportation	2	_____
	12. Registration	1	_____
	13. Function Room Arrangements	2	_____
	14. Exhibits	1	_____
	15. Tours	2	_____
	16. Shuttle	2	_____
	17. Airport Meet/Greet	2	_____
	18. Youth Programs	2	_____
	19. Food and Beverage	1	_____
	20. Audio/Visual Needs	1	_____
	21. Speakers	1	_____
	22. Entertainment	1	_____
	23. Marketing, Promotion & Publicity	1	_____
	24. Special Programs/Special Events	2	_____
	25. Production of Signage	1	_____

Point Count for Section 2-B (Maximum allowed 20) Subtotal _____
Please transfer subtotal to Section Two Totals on page E

C. Scope of Programs (30 Points Maximum) – see page 8 for instructions

1. What is the size of the largest program which you are responsible for managing or producing?

Size (Check one only)

- | | |
|---|---|
| <input type="checkbox"/> Less than 500 (5 points) | <input type="checkbox"/> 3,001 - 10,000 (15 points) |
| <input type="checkbox"/> 501 - 3,000 (10 points) | <input type="checkbox"/> 10,001+ (20 points) |

Name and date of program _____



2. How many programs are you responsible for managing and producing annually?

Number of Client Programs

- 1 - 5 (5 points) 26 - 50 (15 points)
- 6 - 25 (10 points) 51 - 100 (20 points)

Sub-total for Number of Programs _____

Point Count for Section 2-C (Maximum allowed 30) Subtotal _____

Please Transfer subtotal to Section Two Totals below

Section Two Totals

Section 2-A (Maximum allowed 5) _____

Section 2-B (Maximum allowed 20) _____

Section 2-C (Maximum allowed 30) _____

Total Point Count for Section Two (Maximum allowed 55) Total _____

Please Transfer total to Section Two Total on page A

Section Three - Education and Continuing Education

20 Points Maximum

A. Formal Education – see page 8 for instructions

Please indicate the highest level of formal education attained. To receive credit, the name of the school or college must be given below and a copy of diploma, certificate, or transcript must be attached. Credit is given only for the highest level of education attained and points are not cumulative.

- Doctorate/Hospitality field (10 points) Bachelors Degree/Hospitality field (6 points)
- Doctorate (8 points) Bachelors Degree (4 points)
- Masters/Hospitality related field (8 points) Associate Degree/Hospitality field (4 points)
- Masters Degree (6 points) Associate Degree (2 points)
- High School degree or equivalent (1 point)

School/College Name _____

Address _____

Degree _____ Date Received _____

Point Count for Section 3-A (Maximum allowed 10) Subtotal _____

Please transfer subtotal to Section Three Totals on page G

B. Continuing Education/Internship (10 Points Maximum) – see page 8
Please indicate continuing education programs on Destination Management/
Hospitality Management completed within the past five years.

1. Name of Program/Class _____
Sponsor _____ Date(s) _____
Location _____ Hours/Credits _____

- Program Type** Destination Management Hours Divided by 10 _____ points
 Sales and Administration Hours Divided by 20 _____ points
 Dest. Mgmt. Semester hours or CEUs _____ points
 Sales/Admin. Semester hours or CEUs divided by 2 _____ points
 Attendance at ADME Annual Conference _____ points

2. Name of Program/Class _____
Sponsor _____ Date(s) _____
Location _____ Hours/Credits _____

- Program Type** Destination Management Hours Divided by 10 _____ points
 Sales and Administration Hours Divided by 20 _____ points
 Dest. Mgmt. Semester hours or CEUs _____ points
 Sales/Admin. Semester hours or CEUs divided by 2 _____ points
 Attendance at ADME Annual Conference _____ points

3. Name of Program/Class _____
Sponsor _____ Date(s) _____
Location _____ Hours/Credits _____

- Program Type** Destination Management Hours Divided by 10 _____ points
 Sales and Administration Hours Divided by 20 _____ points
 Dest. Mgmt. Semester hours or CEUs _____ points
 Sales/Admin. Semester hours or CEUs divided by 2 _____ points
 Attendance at ADME Annual Conference _____ points

4. Name of Program/Class _____
Sponsor _____ Date(s) _____
Location _____ Hours/Credits _____

- Program Type** Destination Management Hours Divided by 10 _____ points
 Sales and Administration Hours Divided by 20 _____ points
 Dest. Mgmt. Semester hours or CEUs _____ points
 Sales/Admin. Semester hours or CEUs divided by 2 _____ points
 Attendance at ADME Annual Conference _____ points

5. Name of Program/Class _____
Sponsor _____ Date(s) _____
Location _____ Hours/Credits _____

- Program Type** Destination Management Hours Divided by 10 _____ points
 Sales and Administration Hours Divided by 20 _____ points
 Dest. Mgmt. Semester hours or CEUs _____ points
 Sales/Admin. Semester hours or CEUs divided by 2 _____ points
 Attendance at ADME Annual Conference _____ points

Point Count for Continuing Education Subtotal _____

Section Five - Professional Contributions in Destination Management

30 Points Maximum

This can be accomplished through publishing articles, teaching at continuing education programs or serving in leadership capacities in destination management organizations.

All of the contributions listed below should be substantially related to the profession of Destination Management.

A. Authoring/Publishing (5 Points Maximum) – see page 10 for instructions

In order to receive points, attach copyright/author page of book or a reprint of articles on Destination Management that you've authored and published in recognized national or regional publications. Please note, being quoted in an article does not earn you points.

Industry Book:	5 points per book
<i>Best Practices in Destination Management</i>	
Named Chapter Contributor:	5 points per chapter
Review of Chapter:	2 points per chapter
Recognized national publication:	3 points per article.
Recognized regional publication:	2 points per article.

1. Title of Book/Article _____

Publication _____

Date of Publication _____

- Industry Book _____ points
- Best Practices in DM* _____ points
- National Publication _____ points
- Regional Publication _____ points

2. Title of Article _____

Publication _____

Date of Publication _____

- National Publication _____ points
- Regional Publication _____ points

Point Count for Section 5-A (Maximum allowed 5) Subtotal _____

Please Transfer total to Section Five Total on page L



B. Teaching and Speaking at Programs and Meetings (10 Points Maximum)
 See page 10 for instructions

Please list teaching or speaking assignments on Destination Management at university, meetings, or educational programs. Attach additional sheets, if necessary.

Teaching/Speaking Responsibility	Points
University or College Instructor (no additional credit for course repetition)	4 per course title
Speaker on a Specific Topic	2 per assignment
Panelist or discussion Leader	1 per assignment

1. University/Program/Meeting _____
 Title of Course/Presentation _____
 Program/Meeting Sponsor _____
 Program/Meeting Date _____ Location _____
 Assignment: Instructor Speaker Panelist Points _____

2. University/Program/Meeting _____
 Title of Course/Presentation _____
 Program/Meeting Sponsor _____
 Program/Meeting Date _____ Location _____
 Assignment: Instructor Speaker Panelist Points _____

3. University/Program/Meeting _____
 Title of Course/Presentation _____
 Program/Meeting Sponsor _____
 Program/Meeting Date _____ Location _____
 Assignment: Instructor Speaker Panelist Points _____

4. University/Program/Meeting _____
 Title of Course/Presentation _____
 Program/Meeting Sponsor _____
 Program/Meeting Date _____ Location _____
 Assignment: Instructor Speaker Panelist Points _____

5. University/Program/Meeting _____
 Title of Course/Presentation _____
 Program/Meeting Sponsor _____
 Program/Meeting Date _____ Location _____
 Assignment: Instructor Speaker Panelist Points _____

Additional Sheets Attached

Point Count for Section 5-B (Maximum allowed 10) Subtotal _____
Please Transfer total to Section Five Total on page L

C. Awards and Professional Designation (5 Points Maximum) – see page 10
Individual awards recognizing your Destination Management expertise, or professional designations such as CAE, CMP, CSEP. For each acceptable entry, 2 points are allowed up to a maximum of 5.

Please provide complete informational on the name, purpose, sponsoring organization, date, qualifications and any other data relevant to the award/recognition you have earned.

1. Certification/Award _____
Awarded by _____
For _____
Date _____ Qualifications/Other _____
Points _____

2. Certification/Award _____
Awarded by _____
For _____
Date _____ Qualifications/Other _____
Points _____

3. Certification/Award _____
Awarded by _____
For _____
Date _____ Qualifications/Other _____
Points _____

Point Count for Section 5-C (Maximum allowed -5) Subtotal _____
Please Transfer total to Section Five Total on page L

D. Leadership Role in Destination Management/Supplier Organization (10 Points Maximum) see page 10 for instructions
In order to receive points in this section, applicant must be a member of an industry organization, their chapters or affiliates.

Leadership Role	Points
International President	6 per term (6 max)
Officer	4 per term (8 max)
Board Member/Committee Chairman	2 per term (6 max)
Committee Member	1 per term (6 max)

1. Position Held _____
Organization _____
Dates _____ Points _____



- 2. Position Held _____
 Organization _____
 Dates _____ Points _____
- 3. Position Held _____
 Organization _____
 Dates _____ Points _____
- 4. Position Held _____
 Organization _____
 Dates _____ Points _____
- 5. Position Held _____
 Organization _____
 Dates _____ Points _____
- 6. Position Held _____
 Organization _____
 Dates _____ Points _____

Point Count for Section 5-D (Maximum allowed 10) Subtotal _____
Please Transfer total to Section Five Total below

Section Five Totals

Section 5-A (Maximum allowed 5) _____
Section 5-B (Maximum allowed 10) _____
Section 5-C (Maximum allowed 5) _____
Section 5-D (Maximum allowed 10) _____

Total Point Count for Section Five (Maximum allowed -30) Total _____
 Please transfer total to Section Five Total on page A

Section Six - Essay (150 Words or less)

Please attach essay describing in 150 words or less your involvement in the destination management industry and why the DMCP designation is important to you.

Section Seven – Recommendations & References

Please attach two letters of recommendation (one client, one industry professional) and provide three references within the destination management/hospitality profession who can attest to your professional experience and qualifications as set forth in this application. Include the name of your current employer as the first reference - if applicable.

References:

1. Name _____ Title _____
 Organization _____
 Address _____
 Telephone _____ Fax _____
 Email _____

2. Name _____ Title _____
 Organization _____
 Address _____
 Telephone _____ Fax _____
 Email _____

3. Name _____ Title _____
 Organization _____
 Address _____
 Telephone _____ Fax _____
 Email _____

Signature

I certify that all the information contained in this application is accurate and truthful. I understand that all of the information I have provided herein may be verified, and authorize such verification. I also agree, if certified, to abide by the rules and regulations set forth by the ADME/DMCP program. ***Application must be signed.***

Name _____

Signature _____ Date _____

Photo identification is required to verify identification to sit for the DMCP Examination.

Fees:

Member Application Fee: \$200US / Non-member Application Fee: \$300US

Please submit the completed original application form and Application Checklist electronically by emailing to DMCP@ADME.org. Your application should include all the supporting documentation in one Acrobat (.pdf) file. If the file is too large to email, please use www.YouSendIt.com.