



Tips on How to Acquire CEU Credits for CMP Application

You need to have a **minimum of 25 CEU credits** in order to submit your CMP application. Here are some tips on how to acquire credits:

1. **Attend UEP meetings** - Make sure you keep a copy of the meeting announcement email and the email that Kelly Parkinson sends to you when she confirms your registration for the meeting. In addition, keep a copy of any handouts given out at the meeting, because you can submit a copy of the handout along with the emails with your application to verify that you attended the meeting and should receive CEU credit for your attendance.

In addition if you need proof of your UEP membership, membership certificates can be obtained by emailing a request to uepchairs@umich.edu

2. **Register for event planning courses through HRD** – There is a course offered through HRD called, “Event Planning: How to Plan a Top-Notch Event” which is taught by the past UEP president, Lynne Shivers. You can find more information about HRD courses offered and register for them at <http://hrd.umich.edu/programsandcourses/>.
3. **Attend other event planning association monthly meetings** – Like Michigan Meeting Professionals International (MMPI - www.mmpi.org) or the Society of Government Meeting Professionals (SGMP - www.misgmp.org). There are a lot of event planning/hospitality associations out there, so feel free to do a Google search for more.
4. **Participate in free webinars** – There are a number of organizations that offer free webinars that allow you to earn CEUs and they will also provide you with documentation of the CEU credits that you earn. A few of the popular ones are:
 - Successful Meetings - www.successfulmeetings.com
 - Meetings and Conventions - www.meetings-conventions.com/webcasts.aspx
 - HSMAI (Hospitality Sales and Marketing Association International) - www.hsmai.org/Events/hsmaiuniversity.cfm. HSMAI offers some webinars for free and some that you have to pay for.

5. **Read articles in PCMA's (Professional Convention Management Association) Convene Magazine** – PCMA offers free articles that you read in their Convene magazine. Once you read the articles you can then go to the website listed in the article to take a quick quiz. Upon successful completion of the quiz, PCMA will send you verification of the CEU credits you have earned for reading the article and taking the quiz.

You can obtain a free subscription to the PCMA Convene magazine at www.pcma.org/Convene.htm (just scroll to the bottom of the page where information about subscribing is listed).

6. **Attend an event planning conference** – Lots of conferences in the industry offer CEU credits for their conference attendees. If information about CEU credits are not advertised in the registration brochure, inquire with the conference organizers as to whether you can receive CEU credits for attending their conference and what you need to do to obtain verification of the credits you earn.