

All CEMs will now record their recertification credit hours through the IAEE Member Dashboard. We recommend recording your activities as you complete them. When you have earned the required 15 credit hours, you may pay online.

To access the IAEE Member Dashboard:

- Go to <https://members.iaee.com>
- Enter your email address
- Enter your password (first name+last name)
- Click **“My Certifications/Recertification”** under the **“Certifications”** section.
- Click on **“Certified in Exhibition Management Renewal”**
- Click **“Add CEM Renewal Credits”**

Add CEM Renewal Credits

Education Details

Course/Credit Type*

Education Institution or Host Organization*

Date Earned On*

Course/Event Description*

Hours Earned (#.#)*

Identify How Course/Program Relates to CEM Blueprint

Characters left: 255

[← BACK TO MY CERTIFICATIONS](#) [SUBMIT CREDIT](#)

- **Course/Credit Type** – choose from *CEM Activity for Credit*, *CEM Credits for Renewal* or *CEM Formal Education Credit*.
 - CEM Activity for Credit – credits earned from the “Leadership Activities” category below
 - CEM Credits for Renewal – credits earned from the “Professional Continuing Education” category below
 - CEM Formal Education – credits earned from the “Formal Education” category below
- **Education Institution or Host Organization** – Who is delivering the education?
- **Date Earned On** – Date attended
- **Course/Event Description** – Description of the program
- **Hours earned** - # of credit hours earned
- **Identify How Course/Program Related to CEM Blueprint**

Recertification Requirements:

CEMs must earn 15 credit hours every three years to recertify. Credit hours may be earned through a combination of three categories:

1. Professional Continuing Education

Educational credit hours are based on contact hours, which are defined as the number of clock hours spent in direct participation in a structured educational format. One contact hour is equivalent to one credit hour (non-educational time spent networking, on breaks, registration, does not qualify). Education must be industry-related and directly relate to one of the twelve CEM Learning Program courses. Education does not need to be pre-approved. All education must occur during three-year recertification period. All 15 credit hours may be obtained from this category.

Examples include:

- Attend or teach a CEM Learning Program course (online or on-location) – six credits each
- IAEE education programs including Expo! Expo! sessions, webinars, chapter educational programs – one contact hour = one credit hour
- Speaker at an exhibition or events industry event - one contact hour = one credit hour
- Women’s Leadership Forum – six credits | Krakoff Leadership Institute – 12 credits
- Company sponsored continuing education or training – one contact hour = one credit hour
- Allied association education programs (MPI, ASAE, PCMA) – 1 contact hour = 1 credit hour

Example for entering Professional Continuing Education credits into IAEE Member Dashboard:

The screenshot shows a web form titled "Add CEM Renewal Credits" with the following fields and content:

- Course/Credit Type***: A dropdown menu with "CEM Credits for Renewal" selected. Below it is a note: "Complete 15 hours of industry-related, continuing education during the three-year recertification cycle."
- Education Institution or Host Organization***: A text input field containing "IAEE".
- Date Earned On***: A date picker field showing "12/05/2015".
- Course/Event Description***: A text input field containing "Event Operations".
- Hours Earned (#,##)***: A text input field containing "6".
- Identify How Course/Program Relates to CEM Blueprint**: A text area containing "Course is part of the [CEM Blueprint](#)". Below the text area is a character count: "Characters left: 220".

At the bottom right of the form are two buttons: "← BACK TO MY CERTIFICATIONS" and "✓ SUBMIT CREDIT".

2.

2. Leadership Activities

Up to three of the required fifteen credit hours may be earned by participating in exhibitions and events industry leadership activities during three-year recertification period.

Activities include:

- Active participation OR leadership role on an industry or IAEE board, committee, task force or chapter (receive one credit per term)
- Published author (one credit per article)
- Proctor a CEM exam (one credit per exam)

Example for entering Leadership Activities credits into IAEE Member Dashboard:

The screenshot shows a web form titled "Add CEM Renewal Credits" under the heading "Education Details". The form contains the following fields and content:

- Course/Credit Type***: A dropdown menu with "CEM Activity for Credit" selected. Below it, a note reads: "Activities must be related to the exhibitions and events industry."
- Education Institution or Host Organization***: A text input field containing "IAEE".
- Date Earned On***: A date picker field showing "12/05/2015".
- Course/Event Description***: A text input field containing "CEM Exam Proctor".
- Hours Earned (#.##)***: A text input field containing "1".
- Identify How Course/Program Relates to CEM Blueprint**: A large text area containing "Approved activity for credit." Below this area, it says "Characters left: 226".

At the bottom right of the form, there are two buttons: "← BACK TO MY CERTIFICATIONS" and "SUBMIT CREDIT".

3. Formal Education

Earn a bachelor's degree or advanced degree within three-year recertification period. All required 15 hours may come from this category.

Example for entering Formal Education credits into IAEE Member Dashboard:

The screenshot shows a web form titled "Add CEM Renewal Credits" with a sub-section "Education Details". The form contains the following fields and values:

- Course/Credit Type***: A dropdown menu with "CEM Formal Education Credit" selected. Below it, a note states "Copy of official transcript or diploma is required."
- Education Institution or Host Organization***: A text field containing "University of Phoenix".
- Date Earned On***: A date picker field showing "09/30/2015".
- Course/Event Description***: A text field containing "Graduate Project Management".
- Hours Earned (#,##)***: A text field containing "15".
- Identify How Course/Program Relates to CEM Blueprint**: A large text area containing "Approved education for credit." Below the text area, it says "Characters left: 225".

At the bottom right of the form, there are two buttons: "← BACK TO MY CERTIFICATIONS" and "✓ SUBMIT CREDIT".

Once you reach the required 15 credit hours, you will be able to pay online with a credit card. Renewal fee is \$200.00 USD if submitted by 31 December or \$150.00 USD by 15 October of year certification is up for renewal. Applications received after 31 December will be assessed a \$150.00 USD lapse fee. Fees are subject to change without notice and are nonrefundable.

In Case of Audit

All hours/credits are subject to verification by the CEM Commission or IAEE staff through the audit process. An IAEE staff member will contact you if documentation is needed. Please keep documentation for six months after your recertification application has been approved in case you are selected for an audit.

Documentation requirement in case of audit:

- On-site program, handouts, show guide
- Receipt for payment
- Copy of badge from the course/program
- Certificate of completion verifying hours, date and subject matter
- Copy of official transcript/diploma showing semester credit earned, course title and completion date.
- Copy of proctor form
- Copy of session description/program with speaker name from show guide
- Letter verifying participation on board, committee, task force including time-served