



CEM Plan of Action!

To earn the CEM certification you must successfully complete seven (7) mandatory and two (2) elective courses, including passing the appropriate examinations within three (3) years after passing your first exam. You must also have at least three (3) years, of full-time experience as a practitioner in exhibition management to obtain the designation.

Use this form to design your personal action plan for the CEM Learning Program. **Complete and submit to IAEE along with your first exam.** Please retain a copy for your records.

CEM Candidate Name: _____
PLEASE PRINT

Target Completion Date: _____

MANDATORY COURSES

✓	Course	Location	Date
<input type="checkbox"/>	Attendance Promotion	_____	_____
<input type="checkbox"/>	Event Operations	_____	_____
<input type="checkbox"/>	Floor Plans & Layouts	_____	_____
<input type="checkbox"/>	Project Management	_____	_____
<input type="checkbox"/>	Selling Exhibit Space	_____	_____
<input type="checkbox"/>	Site Selection	_____	_____
<input type="checkbox"/>	Service Contractors	_____	_____

ELECTIVES (CHOOSE TWO OF THE FOLLOWING):

✓	Course	Location	Date
<input type="checkbox"/>	Crisis Prevention & Management	_____	_____
<input type="checkbox"/>	Basic Conference & Meeting Management*	_____	_____
	*Current CMPs can receive automatic credit for this course.		
<input type="checkbox"/>	Developing an Exhibitor Prospectus	_____	_____
<input type="checkbox"/>	Developing an RFP & Outsourcing	_____	_____
<input type="checkbox"/>	Housing & Transportation	_____	_____
<input type="checkbox"/>	Show Development	_____	_____

Questions?
 Contact IAEE at (972) 687-9224
 or visit us at www.iaee.com/ce for the program information.