



## 2018 CFE APPLICATION FORM

Completed application forms and written references must be received by IAVM no later than November 1<sup>st</sup>.

Name: \_\_\_\_\_  
*(As you would like it to appear on your plaque)*

Venue: \_\_\_\_\_

Position: \_\_\_\_\_

Venue Address: \_\_\_\_\_  
*Street Address or P.O. Box*

\_\_\_\_\_  
*City, State/Province, Zip/Postal Code*

Home Address: \_\_\_\_\_  
*Street Address or P.O. Box*

\_\_\_\_\_  
*City, State/Province, Zip/Postal Code*

Email: \_\_\_\_\_

Phone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

.....  
*To speed the processing of your application, you should submit evidence for the points you claim. The Certification Board may request documentation of any and all claims of points. Any supplemental materials should be labeled clearly and should make reference to the specific section of the application to which they refer. If you cannot provide evidence when it is requested, the Certification Board may, in its sole discretion, decide not to give you credit for unsubstantiated claims.*  
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**MINIMUM CFE REQUIREMENTS – Please answer yes or no to each of the following:**

- \_\_\_\_\_ Minimum of seven (7) years' experience in the top two levels of management.
- \_\_\_\_\_ Must have a minimum of 300 points for all categories.
- \_\_\_\_\_ Agree to the IAVM Code of Ethics.
- \_\_\_\_\_ Acknowledge all information provided is true and valid.

If you answered "no" to any of the above questions, you are not eligible to apply for the CFE.

**HIGHER EDUCATION AND PUBLIC VENUE MANAGEMENT EXPERIENCE**

This section records your educational achievement in college credit (*not* continuing education) course work at a college or university accredited by regional or national college accrediting bodies. Please include copies of diplomas or final transcripts.

**Higher Education**

You should write in the number of points shown only for the *highest* degree you have earned. For instance, if you hold both an associate's degree and a bachelor's degree, you have earned 30 points, *not* 45 points. Graduate Study is defined as higher education (master's level or higher) that does not culminate in a terminal degree. If you do not have a bachelor's degree, you may earn points for each semester hour completed.

<i>Degree</i>	<i>Institution</i>	<i>Year</i>	<i>Point Calculation</i>	<i>Points</i>
_____	_____	_____	(50 points)	_____
_____	_____	_____	(40 points)	_____
_____	_____	_____	(30 points)	_____
_____	_____	_____	(15 points)	_____
_____	_____	_____	(1pt./3 semester hours)	_____
_____	_____	_____	(2pt./3 semester hours)	_____

**PUBLIC ASSEMBLY VENUE MANAGEMENT / INDUSTRY EXPERIENCE**

Secondly, venue management experience must be a minimum of seven (7) years in the top two levels of a public assembly venue's management structure. *Top two levels* of organization structure include 1) Principal executive responsible for day-to-day operation of a venue, group of venues, or one venue within a complex; or 2) second-level management executives who directly report to the principal executive responsible for the day-to-day operation of a venue, group of venues, or one venue within a complex and who themselves are responsible for day-to-day operations. Evidence of work experience should include *copies of job descriptions* and *organization charts*. Public assembly venues are arenas, stadiums, auditoriums, exhibit halls, convention centers, performing arts theaters or amphitheaters.

NOTE: If an applicant has not attended college, four (4) additional years of management experience in the area of public assembly venue management beyond the required seven years must be submitted (an equivalent of a college degree). If substituting work experience for the requirement of a four-year college degree, you must document additional work experience not in the top two levels of management. Please attach a separate sheet to this application form documenting that experience, including organization charts and job descriptions. All work experience is subject to approval by the Certification Board.

<i>Venue</i>	<i>Location</i>	<i>Position</i>	<i>Dates</i> (Month/Year –Month/Year)	<i>Points</i> (1/Month)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TOTAL HIGHER EDUC. & MGMT. EXPERIENCE PTS. (240 maximum, 114 minimum)** \_\_\_\_\_

**PROFESSIONAL CERTIFICATIONS**

This Section records professional certifications you have earned, such as CPA (Certified Public Accountant) or CFE (Certified Fairs Executive).

Designation & Certifying Organization \_\_\_\_\_ (15 points) \_\_\_\_\_

**TOTAL CERTIFICATION POINTS (30 maximum, 0 minimum)** \_\_\_\_\_

**CONTINUING EDUCATION**

The Certification Board will require proof of attendance to any non-IAVM sponsored program. Sponsors typically will provide a Certificate of Completion or other documents showing attendance. Education activities should cover subject matter that clearly contributes to the applicant’s practice as a manager or professional in a public assembly venue. In cases where the title of the program does not clearly reflect the relevancy, the applicant should submit a statement describing the content of the program and its’ application to the applicant’s professional work activities. The determination as to whether you will receive credit rests solely with the Certification Board.

**IAVM SPONSORED VENUE MANAGEMENT SEMINARS OR CONFERENCES**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (5 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NON-IAVM SPONSORED VENUE MANAGEMENT SEMINARS OR CONFERENCES**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (3 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MANAGEMENT SEMINARS OR CONFERENCES (NON-VENUE RELATED)**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**VENUE MANAGEMENT WEBINARS (AUDIO CONFERENCE)**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IAVM CHAPTER MEETINGS OR VMA “AFTER 5” MEETINGS**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MANAGEMENT WEBINARS (AUDIO CONFERENCE - NON-VENUE RELATED)**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (1 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL CONTINUING EDUCATION POINTS</b> (100 maximum, 20 minimum)			_____

**VENUE INTENSIVE EDUCATION PROGRAM**

Approved venue intensive education programs:

- IAVM Venue Management School (VMS) @ Oglebay
- IAVM Graduate Institute (GI) @ Oglebay
- VMA Asia Pacific Venue Management School
- IAVM Senior Executive Symposium (SES)
- IAVM Academy for Venue Safety & Security (AVSS)

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (20 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL VENUE INTENSIVE EDUCATION POINTS</b> (100 maximum, 20 minimum)			_____

**TEACHING/PROGRAM PARTICIPATION** (in addition to points above) \_\_\_\_\_

Participation as a teacher, speaker, or presenter of a continuing education program or professional program. To receive credit for programs not listed, you must include a printed program from the event for evaluation by the Certification Board. The determination as to whether you will receive credit rests solely with the Certification Board.

**VENUE MANAGEMENT SEMINARS OR CONFERENCES**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points</i> <i>(5 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MANAGEMENT SEMINARS (NON-VENUE RELATED) OR CONFERENCES**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points</i> <i>(2 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**VENUE INTENSIVE EDUCATION PROGRAMS**

<i>Course Name</i>	<i>University or College</i>	<i>Dates</i>	<i>Points</i> <i>(15 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**INDUSTRY RELATED COLLEGE COURSES**

<i>Course Name</i>	<i>University or College</i>	<i>Dates</i>	<i>Points</i> <i>(15 per semester)</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MENTOR CONNECTOR PROGRAM**

*Points*

Coach (2 points per relationship with a limit of 3 relationships per year; Maximum 6 points per year.) \_\_\_\_\_

Mentor (5 points per relationship; Maximum 1 relationship per year.) \_\_\_\_\_

Protégé (2 points per relationship; Maximum 1 relationship per year.) \_\_\_\_\_

**TOTAL TEACHING / PROGRAM PARTICIPATION POINTS** (30 maximum, 0 minimum) \_\_\_\_\_

**PUBLICATION OF WRITTEN WORKS**

**FACILITY MANAGEMENT BOOKS**

<i>Title</i>	<i>Publisher</i>	<i>Date</i>	<i>Points</i> <i>(50 per publication)</i>
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**FACILITY MANAGEMENT PUBLISHED ARTICLES**

<i>Title</i>	<i>Published in</i>	<i>Date</i>	<i>Points</i> <i>(3 per article)</i>
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**TOTAL PUBLICATIONS POINTS** *(50 maximum, 0 minimum)*

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**PROFESSIONAL AND COMMUNITY ACTIVITIES**

**PROFESSIONAL ORGANIZATIONS**

**SERVICE ON BOARD**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points</i> <i>(4 per year)</i>
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**SERVICE ON COMMITTEE**

<i>Organization</i>	<i>Committee</i>	<i>Dates</i>	<i>Points</i> <i>(3 per year)</i>
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**OFFICER OF BOARD** *(in addition to Service on Board points)*

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points</i> <i>(2 per year)</i>
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**CHAIR OF COMMITTEE** *(in addition to Service on Committee points)*

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points</i> <i>(1 per year)</i>
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**LOCAL / COMMUNITY ORGANIZATIONS**

**SERVICE ON BOARD**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (2 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SERVICE ON COMMITTEE**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (2 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OFFICER OF BOARD (in addition to Service on Board points)**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CHAIR OF COMMITTEE (in addition to Service on Committee points)**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (0.5 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CHAPTER MEETINGS / AFTER 5 EVENTS**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1 per year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL PROFESSIONAL AND COMMUNITY POINTS (50 maximum, 20 minimum)** \_\_\_\_\_

**GRAND TOTAL POINTS (300 minimum)** \_\_\_\_\_

**PROFESSIONAL REFERENCES**

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Candidates for certification are **required** to provide letters of reference along with the application from three (3) references working in the field of public assembly venue management who would attest to the candidate's professional experience and qualifications. It is requested that the candidate include their current employer as the first reference if applicable and appropriate. Please list your references below and ***attach the letters of reference to the submitted application.***

- 1. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
- 2. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
- 3. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**OTHER INFORMATION**

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If additional space is required, attach extra 8 ½ x 11 sheets to the application. Make certain your name appears at the top of all supplemental sheets. Number all pages, which should be stapled together with the application form on top.

Before submitting your application, double check that all requirements have been fulfilled. ***Deadline for receiving applications is November 1st.***

A non-refundable application fee of **US\$150 (US\$200 non-member of IAVM)** must accompany the application. If application is approved, an exam fee of **US\$450 (US\$600 for non-members)** will be required. Payment may be made by credit card or check, payable to the *International Association of Venue Managers*.



## **IAVM CODE OF ETHICS**

The International Association of Venue Managers is, as the name implies, an association of managers—the people who administer the affairs of public assembly facilities.

IAVM's objectives are to promote and develop the use of public assembly facilities along definite lines of entertainment and public advancement; to use every effort to acquaint and circulate information of interest and value to the public and managers pertaining to the successful use of such buildings; to cultivate acquaintances among the managers of public assembly facilities; to increase their ability in promoting more frequent use of such buildings by the public and to standardize practices and ethics of management and relationship to the public. To further the objectives of the International Association of Venue Managers, the Association believes that certain ethical principles should govern the conduct of every professional manager in the Association.

The manager should:

- Strive for continued improvement in the proficiency and usefulness of service.
- Maintain the highest ideals of honor and integrity in all public and personal relationships.
- Emphasize friendly and courteous service to the public and recognize that the function of the building is at all times to serve the best interest of the public.
- Exercise fair and impartial judgment in all Association and professional business dealings.
- Maintain the principle of fairness to all.
- Have a firm belief in the dignity and worth of service rendered by the building and have a constructive, creative, and practical attitude.
- Refrain from any activity that may be in conflict with the interest of the employer.

**APPLICANT'S STATEMENT**

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By checking this box, I am documenting the need for accommodations in testing in accordance with the Americans with Disabilities Act of 1990 and will contact the Certification Administrator with specifications.

I would like the Board to conduct my oral interview at: (choose one)

VenueConnect - Annual Conference and Trade Show (July 22 – 25, 2018 in Toronto)

Senior Executive Symposium **\*Subject to Board availability and meeting schedule.**

October Certification Board meeting (date tbd) **\*Subject to Board availability and meeting schedule.**

VMA Annual Congress (20 – 23 May, 2018 in Auckland)

I hereby apply for certification offered by the International Association of Venue Managers and understand that the information accrued in the certification process may be used for statistical purposes and for evaluation of the certification program. I further understand that the information for my certification records will be treated confidentially. To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that IAVM reserves the right to verify any or all information on this application and that any incorrect or misleading information may constitute grounds for revocation of my certification or other disciplinary action. I have read and understand all of the aforementioned information and agree to abide by terms and conditions contained herein.

If awarded the designation of CERTIFIED FACILITES EXECUTIVE, I agree to uphold the Code of Ethics adopted by IAVM.

Applicant Signature: \_\_\_\_\_  
Name Date

**Please send completed Application to:  
IAVM, CFE Program  
635 Fritz Dr., Suite 100  
Coppell, TX 75019**

**OR**

**Send via Email to: [certification@iavm.org](mailto:certification@iavm.org)**

Please call (972) 906-7441 with any application questions.