



Certified Event Manager (CEM) Standard Entry Application Form

MR/Mrs/Ms: _____ Surname: _____ First Name: _____

Organisation: _____

Mailing Address: _____

Tel No: _____ Mobile: _____

Email: _____

Business URL: _____

Copies of tertiary qualifications and/or copies of certificates of attainment for tertiary course modules and the appropriate application fee must be forwarded with this application. Referees have the option of forwarding written testimonials directly to the Association.

Applicants must be current members of The PCO Association Inc. Application fee for Certified Event Manager - Standard Entry AU\$220.00 (inc GST).

SECTION 1:INTELLIGENCE/ACADEMIC ABILITY

Please attach evidence of Tertiary qualifications outside of the Event Management area of specialisation.

Certificate	8 points
Diploma	10 points
Degree	12 points

Total points claimed: _____

SECTION 2:INDUSTRY QUALIFICATIONS

2.1 Please attach evidence of Industry qualifications completed:

Certificate III in Events	15 points
Diploma of Events	24 points
Advanced Diploma of Events	28 points
Undergraduate degree in Event Management	30 points
Masters in Event Management	30 points

Total points claimed: _____

2.2 The applicant is in the process of completing a formal industry qualification, and is claiming 2 points per module completed. Please attach evidence of any completed modules.

Total points claimed: _____



SECTION 3: EVENT EXPERIENCE - COMPULSORY

The applicant must have held a position as an Event Manager or Conference Manager for a minimum period of 3 years immediately prior to this application. Please attach evidence (e.g. letter from employer; company profile; position description)

Total points applicable to this section: **24**

SECTION 4: QUALITY OF DELIVERY - COMPULSORY

- 4.1 Written testimonials are required from 3 clients, providing evidence of the successful completion of events covering the 3 years immediately prior to this application.
- 4.2 Written testimonials are required from 3 venues/suppliers covering the 3 years immediately prior to this application.

Testimonials for In-house PCOs may be provided by either their Director or Department Head and one testimonial may cover multiple years.

Testimonials for PCO Educators may be provided by their Department Head and may be by way of a declaration of 3 years experience as a Tertiary Lecturer or similar position

A Guideline for referees is available on the PCO website. Please ensure referees include contact details.

Total points applicable to this section: **24**

TOTAL POINTS CLAIMED FOR THIS APPLICATION: _____
(Minimum points required = 72)

I hereby declare that the information provided in this application is a true and correct representation of my past 3 years work history and that the referees have been informed that they will be contacted by an Assessor from the PCO Association to confirm the testimonial they have provided to accompany this application.

Signed by the Applicant.....Date.....

PAYMENT DETAILS:

CEM Standard Entry Application Fee = AU\$220.00 (inc GST).

Please note that fees must be received before application will be processed.

Option 1:

Payment can be made by Visa or Mastercard via the PCOA website www.pco.asn.au.

Please note a 2% processing fee will apply.

Option 2:

EFT to the account of the PCO Association Inc

Bank: National Australia Bank

BSB: 082-902

Account Number: 39-680-6827

Please send remittance advice to admin@pco.asn.au clearing stating the applicants' name.