



Certified Event Manager (CEM) Renewal

RE-ACCREDITATION APPLICATION FORM

PCO Accreditation is valid for a period of 3 years. To renew your Certified Event Manager (CEM) accreditation, please complete this form and return it with payment to the PCO Association.

Mr/Mrs/Ms: _____ **Surname:** _____ **First Name:** _____

Organisation: _____

Mailing Address: _____

Tel No: _____ **Mobile:** _____

Email: _____

Business URL: _____

The application fee of AU\$220.00 (inc GST) must be forwarded with this application. Referees have the option of forwarding written testimonials directly to the Association.

Applicants must be a current member of The PCO Association Inc.

EVENT EXPERIENCE AND QUALITY OF DELIVERY

The applicant must have continuously held a position as an Event Manager or Conference Manager, or equivalent, for the 3 year period immediately prior to this application. Please attach evidence (e.g. letter from employer; company profile; career summary).

Written testimonials are required from 3 clients, providing evidence of the successful completion of events covering the 3 year period immediately prior to this application.

Written testimonials are required from 3 venues/suppliers covering the 3 year period 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.

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

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CEM Renewal 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 clearly stating the applicants' name.

Please send completed application with payment to:-

PCO Association Inc

PO Box 1253

Nerang QLD 4211

AUSTRALIA

Email: cindy@pco.asn.au

Phone: +61 0435 374 476

Fax: +61 2 6208 3537