

# Certified Special Events Professional (CSEP)

About: <http://www.ileahub.com/CSEP>

International Live Events Association, ILEA supported. The Certified Special Events Professional (CSEP) designation recognizes event professionals who have successfully demonstrated the knowledge, skills and ability essential to perform all components of a special event. ILEA endorses and manages the voluntary CSEP program for those who meet established standards.

This program was developed to:

- Increase the proficiency of event professionals
- Elevate industry standards and practices
- Establish the level of knowledge and performance necessary for certification
- Promote the advancement of the special events industry
- Advance the careers of practitioners
- Acknowledge the high caliber work of CSEPs and the value of the products and services they provide

## **Application/Exams:**

To qualify as a candidate for the CSEP exam, one must have a minimum of three years of full-time events industry employment.

1. Pay \$600 exam fee - credit card information is collected in the application
2. Submit proof of three years of full-time events industry employment
3. Acceptable forms of documentation can include but are not limited to: statement of employment verification from personnel or human resources official, copy of W2 forms (USA applicants only), letter of incorporation. Submission information is located in the exam application
4. Approved candidates will receive a notification with exam scheduling information.

Once exam application is approved, SMT will send the applicant login information. Applicants can choose to sit for the exam on a day from the 15-30 in January, April, July and October. There is no expiration date for exam candidates; however, it is strongly recommended candidates sit for the exam within one year of successful exam application, as content of the exam is continually updated to reflect current industry best-practices.

The CSEP is a 4.5 hour computer-based examination that is scored as either pass or fail. The exam consists of two parts: a 100 multiple-choice question portion (90-minutes) and a written portion (3 hours), both based on the CSEP Content Outline.

## **Recertification:**

- A candidate applying for the CSEP recertification must have accumulated a minimum of 25 points before the recertification application may be submitted.
- All points claimed must have been accumulated within the past five years.

## **Points may be obtained through:**

- Professional experience in the special events industry
- Special events industry organization membership and leadership
- Professional development and continuing education
- Professional industry contributions (including rating at least three CSEP exams)\*
- Volunteer activities
- Industry awards and professional designation

ILEA Headquarters will offer rater training webinars at least four times a year for existing CSEPs. It is required that all CSEPs complete this training before rating an exam and will only receive exams to rate electronically at that time. Each CSEP will be required to rate at LEAST three exams during a five-year period in order to be eligible to recertify CSEP Recertification Fee \$200 USD Current CSEPs are required to recertify every five years on or before November 30 to maintain designation.



**KEY Accreditation Program**