



International Military Community Executives' Association

STEPS TO CMCE CERTIFICATION

The IMCEA Professional Member must submit the completed CMCE Petition for Recognition form with all attachments and \$50 processing fee to the IMCEA National Office.

The IMCEA Certification Committee will evaluate the Petition for appropriate education, job experience and IMCEA Association credit points. The IMCEA Certification Committee will notify the petitioner of eligibility or ineligibility for the written certification examination.

If the petitioner is recognized as qualified for the certification examination, CMCE Study Materials will be distributed to petitioner.

If the petitioner does not qualify for the written examination, the petitioner will be notified by the IMCEA National Office and encouraged to resubmit the Petition for CMCE Recognition after one year. Written examination is administered only to petitioners who are recognized as qualified to take the CMCE Exam.

POINT SYSTEM FOR CMCE

A point-based system and a written examination measure the petitioner's qualifications to earn the CMCE designation. To become a Certified Military Community Executive, petitioners must earn a total of 175 points according to the following schedule:

Job Experience.....	50 points minimum
Education	25 points minimum
Association Credits.....	30 points minimum
Written Examination	70 points minimum

Job Experience Points -- 50 points minimum: The strongest emphasis is placed on job experience, because it is primarily through "hands on" experience that a manager is able to develop and demonstrate competence.

Experience points are awarded on the following basis:

- Military MWR/Services program or facility managers, directors, office chiefs or equivalent level leadership or management position : 10 points per year
 - Assistant program managers, directors, office chief or equivalent leadership or management position : 5 points per year
 - Civilian hospitality or recreation manager position : 5 points per year
- (note: 0.5 credit is awarded for each six-month period, but less than one full year experience in any of the above positions)

Educational Points -- 25 points minimum: Formal and continuing education, is also strongly considered, because true professionals pursue self-improvement through a continuing education system.

Educational Points are awarded for accredited college level schools, certain Military, IMCEA, or other sponsored courses or activities on the following basis:

- Accredited college or university : up to 6 points per year -- 0.2 points per semester hour
- Bachelor Degree in Hospitality or Recreation field : 5 points
- Associate Degree in Hospitality or Recreation field : 2 points
- IMCEA Annual Conference : 5 points
- Each IMCEA Workshop : 2 points
- Military MWR/Services management course in residence one week or longer : up to 5 points per course -- 1 point per week
- Each Military sponsored MWR/Services management course, workshop, conference, or seminar : 1 point
- Other Professional Organizations (Not IMCEA) annual conference : 2 points each
- Other Professional Organizations (Not IMCEA) training : 1 point each

STEPS TO CMCE CERTIFICATION (continued)

Association Credits -- 30 points minimum: IMCEA Association activity is rewarded in the form of additional points, as they represent the MWR/Services professional's willingness to contribute to the overall betterment of the MWR/Services profession by participating in IMCEA activities. Points are awarded for IMCEA Association activity and in the Military MWR/Services community as follows:

- IMCEA Membership at the National level : 2 points per year
- IMCEA Membership at Chapter level : 1 point per year
- IMCEA Chapter Office : 2 points per year
- IMCEA President : 3 points per year
- IMCEA Office : 2 points per year
- IMCEA Director : 1 point per year
- IMCEA Committee Chairperson : 1 point per year
- IMCEA Committee Member : 0.5 point per year
- Sponsor of new IMCEA Member : 1 point each new member
- Published articles (at least 750 Words) : 3 points each
- Featured Speaker (minimum 30-minute presentation) : 2 points each
- Attend Chapter Meetings : 0.1 point per meeting

Qualifying for the Written Examination

Eligibility for the written examination follows verification by the IMCEA National Office that the petitioner has accumulated the required minimum credits established for each point category. Once minimum credits are verified, IMCEA will notify the petitioner of his or her eligibility and distribute CMCE Study Materials to the petitioner.

The Written Examination

The final step in the CMCE process is the closed book written examination. All candidates for CMCE are required to score a minimum of 70 points (1 point per correct answer) on this 100 question, multiple choice examination. The examination is normally administered during the IMCEA Annual Conference. Exceptions may be made to take the examination by appointment at the IMCEA National Office or at a mutually agreed upon Military installation Education Center under the auspices of a certified Test Control Officer.

Those who earn the CMCE designation receive formal recognition of their professional experience, education, and leadership in Military MWR/Services management; and they are awarded the right to use CMCE initials after their name.

CMCE Re-Certification Program

In order to remain certified as a CMCE, designees must re-certify every three years. Re-certification is accomplished through accumulation of 20 additional credit points since the original certification, or since the last re-certification. All documentation to support accumulation of the points and the \$50 processing fee must be provided to the IMCEA National Office at least 90 days prior to the expiration of the 3-year certification.

CMCE Revocation

The CMCE designation may be revoked in the event a CMCE does not accumulate the required 20 points unless extenuating circumstances exist and the deficiency can be readily overcome.