

What Is Certification?

- The official designation for an IACCA member who has completed an intensive regimen of training courses and met a set of educational and experiential requirements.
- The only program of its kind designed specifically for the nonprofit conference center sector.
- Demonstrates that a conference center administrator has reached a very high level of professionalism in the field and has kept that knowledge current.
- Confers the title “Certified Conference Center Professional” and the letters CCCP after the member's name.



A Recent Certification Class

About IACCA

The International Association of Conference Center Administrators (IACCA) is an association of nonprofit conference center professionals committed to education, professionalism, and support.

1. IACCA offers educational opportunities for its members and for those with whom they work.
2. IACCA promotes professional excellence in nonprofit conference center leadership, administration, and operation.
3. IACCA provides a supportive community that facilitates the sharing of knowledge and experience and the addressing of common challenges.

International Association of
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Why Become Certified?

- Increase your level of professionalism and enhance and refresh your skills.
- Obtain formal recognition of your experience, training, and continuing education.
- Increase your specific knowledge of key areas in your profession and keep it and your skills current.
- Increase your marketability and value in the conference center profession.

Certification for the Conference Center Professional



International Association of
Conference Center
Administrators

The Certification Process in a Nutshell

- Complete a Certification program application (and a membership application if you need one).
- Take the Leadership Seminar at an Annual Conference in the fall.
- Within a five year period, complete all of the requirements for certification.
- Renew your certification every five years by attending a Recertification Seminar.
- Maintain your membership in IACCA to be certified and to use the initials CCCP after you name.



Scholarships are available to IACCA members formally enrolled in the Certification program to help defray up to half the cost of workshop and seminar fees, as well as room and board expense.

Certification Requirements

1. Workshops and Seminars

A candidate for certification is required to take two seminars and six workshops in order to be certified. The process begins with the Leadership Seminar, offered at each Annual Conference in the fall. Six Key Content Workshops (KCW's) are then required, and all must be taken before the candidate enrolls for the Capstone Seminar. The six KCW's are: Finance, Hospitality, Human Resources, Marketing, Business Administration & Governance, and Facilities Management. The final piece of the formal education process, the four-day Capstone Seminar, is offered at least every other year (more frequently if warranted) in the late winter or early spring at varying member locations.

2. Professional Experience

Successful candidates for certification must have at least three years of full-time experience in the nonprofit conference center management field.

3. Professional Endorsements

Candidates for certification submit three professional endorsements. One must be from the candidate's immediate supervisor and one from a major user of the center at which the candidate works. The third must be from a conference center director, either the director of the candidate's own center or a professional colleague.

4. Formal Education

Certification candidates must possess a bachelor's degree from an accredited college or university or demonstrate an equivalent by accumulating 50 points in the following categories:

- ▶ **Conference Attendance** (maximum 20)
 - 2 points for each conference attended
- ▶ **Publishing** (maximum 20)
 - 10 points for each published article on a conference center subject
- ▶ **Leadership in IACCA**
 - Committee membership - 5 points per year (maximum 10)
 - Board membership - 7 points per year (maximum 14)
 - Section leadership - 5 points per year (maximum 5)
 - Teaching a KCW or Seminar - 10 points per course (maximum 20)
 - College course in related field - 1 point per credit hour (max 20)
 - Continuing education in related field - 1 point per CEU (maximum 20)
- ▶ **Professional Experience**
 - 1 point for each year of leadership or management experience in a conference center after the first three year requirement

5. Membership and Annual Conference Attendance

IACCA membership and participation in at least one of the three Annual Conferences preceding the year of certification.

Go to www.iacca.org for more information and to download all the forms you need for IACCA Certification and scholarships.