



North Carolina Association of Festivals & Events

Professional Certification

The North Carolina Association of Festivals & Events, as the certifying body, offers, the following information for its professional members who choose to take advantage of the opportunity for certification.

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Definition and Benefits

Professional certification is a method by which individuals who have met predetermined qualifications can be granted special recognition. Following are some of the benefits of certification for special event planning professionals:

- Increases professional credentials;
- Encourages employers and business associates to recognize professional skills, education, and commitment;
- Encourages networking and the sharing of ideas and knowledge;
- Educational seminars help to maintain professional competency and encourage growth and development.

Furthermore, employers or agencies potentially may benefit through the NCAF&E Certification Program. Because of the significant requirements which must be met in order to complete the certification process, certified professionals possess high standards and levels of knowledge in their field. Following are some examples of benefits to employers:

- Assists in determining minimum competencies during the hiring process;
- Assists in evaluating current personnel;
- Assists in education and maintenance of qualified employees;
- Enhances recognition of special events;
- Enhances perception of organization during fund-raising.

Certification Board

The NCAF&E Professional Certification Board is the standing committee on certification. This Board sets the standards and criteria for certification by listing the requirements for applications and by evaluating and measuring the completion of certification. The Board also reviews course materials and outlines their worthiness.

The Professional Certification Board is comprised of seven (7) members who serve three-year staggering terms. The members are appointed by the President of NCAF&E. The Professional Certification Board reports directly to the NCAF&E Board of Directors. The Board of Directors has final decision-making power in all Professional Certification matters.

Levels of Certification

Two levels of certification are offered in order to meet the needs of this multi-discipline profession. Depending upon the applicant's level of experience, education, and other appropriate criteria, application can be made for, a) the "Certified Festival & Event Planner," or b) the "Certified Associate Festival & Event Planner."

Certification will be granted for a period of three years after completion of the stated requirements for initial certification. Application for re-certification will then be necessary.

Certified Festival and Event Planner
Application Requirements

The following requirements are mandatory and must be fulfilled prior to application for certification.

1. Applicants must hold current membership in NCAF&E as an individual or through their organization.

2. Applicants must have attended ShowFest and the Summer Seminar program during the year prior to application and the year of certification. Applicants unable to attend ShowFest and the Summer Seminar program as required but who have participated in at least one industry related conference two years prior to application, may submit a written appeal to the certification committee. Appeal should include service to the organization, work as an event planner and/or participation in seminars or other training that should be considered in lieu of attendance at both ShowFest and the Summer Seminars. Information provided should be comparable to ShowFest and the Summer Seminars.

3. Applicants must have actively participated on standing NCAF&E committee prior to seeking certification.

4. In addition to the three above-listed requirements, applicants must have accumulated 40 points to support their initial certification application. To support re-certification applications, applicants, must have accumulated 40 points in addition to the first three requirements listed above.

5. At time of Application for Certification, a fee of \$100.00 must accompany the application. At the time of Application for Re-certification, a fee of \$50.00 must accompany the application.

Points

* 1. Points are available for levels of festival planning responsibility, which also denote years of experience:

	Points
-Support/Staff: 1 - 3 Years	1
-Support/Staff: 3 + Years	2
-Director/Planner: 1 -3 Years	4
-Director/Planner: 3 + Years	5

* 2. Points are available for levels of professional employment:

	Points
Full-Time	3
Part-Time	2
Volunteers	1

* 3. Points are available for NCAF&E membership and service:

	Points
Membership	1
Attendance at four (4) meetings	4
Committee Member	2
Committee Chairman	3
NCAF&E Officer	5
NCAF&E board member	4

4. Up to 5 points are available for college and continuing education courses, which directly pertain to festival and event planning.

* 5. ShowFest seminars provide 2 points and Summer Seminars provide 2 points. Since ShowFest and Summer Seminar attendance is required for both the year prior the certification and the year of certification, 8 points will be gained through NCAF&E seminars.

6. From 1 to 3 points are available for presentations at ShowFest or Summer Seminars. Also presentations at other outside agencies, such as the International Festivals Association and other state festival organizations, may qualify. The Professional Certification Board must pre-approve the subject and course outline.

7. Up to 3 points can be obtained through publication of articles which are approved by the Professional Certification Board.

8. Up to 3 points can be obtained by attendance and critical evaluation of another North Carolina festival which has been pre-approved by the Professional Certification Board.

9. Up to 5 points are available by attending seminars, which directly relate to festival and event planning, and which are produced by outside agencies. Approval by the Professional Certification Board is suggested to ensure they meet the Board's criteria.

* Denotes points which are required to accumulate.

NORTH CAROLINA ASSOCIATION OF FESTIVALS & EVENTS
APPLICATION FOR CERTIFICATION

NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

NAME OF COMPANY/FESTIVAL: _____

Check One: _____ Certified Associate Festival & Event Planner Application

 _____ Certified Festival & Event Planner Application

 _____ Re-Certification

Fee Enclosed: _____ \$100 (For Initial Certification)

 _____ \$50 (For Re-Certification)

Requirements:

1. Membership in NCAF&E for the current and immediately preceding years: Show proof such as photocopied of Membership Certificates, canceled checks or membership cards.

2. Attendance at ShowFest and Summer Seminar for current and immediately preceding years: Letter from the NCAF&E office.

- *3. Committee or elective service in NCAF&E: Photocopies of Board Membership lists with dates, or letter from the NCAF&E office.

4. Attach a narrative to substantiate accumulation of either 40 points for the level of Certified Festival & Event Planner, or 10 points for the level of Certified Associate Festival & Event Planner.

*Required for full certification-not associate.