



# ARE YOU READY?

## One- Minute CVE Tracking Checklist

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If you are interested in becoming a Certified Venue Executive (CVE), complete this “One-Minute Personal Data Form” to determine if you might have enough public assembly venue management experience to apply for the Certified Venue Executive program.

### Higher Education & Public assembly venue management experience

Points

Bachelor’s degree = 30; Master’s degree = 40; PhD = 50

Work toward Bachelor’s degree without diploma – 1 pt./3 semester hours completed

Work toward Masters’ degree without diploma – 2 points/3 semester hours completed

Enter 12 points per year of experience in the top two levels of management of a public assembly venue.

(Maximum = 240 points; Minimum = 114 points).

### Certification

Certifications earned (ex: CMP, CEM, etc.) – 15 points.

(Maximum = 30 points; Minimum = 0 points).

### Continuing education programs

Enter 5 points for attendance to IAVM conferences and 5 points for attendance to other public assembly venue management industry conferences and seminars. (Maximum: 70 points; Minimum: 20 points).

### Intensive continuing education programs

Add 20 points per year for attending Venue Management School, formerly Public Assembly Facility Management School at Oglebay, Academy for Venue Safety and Security, Graduate Institute or the Senior Executive Symposium. (Maximum: 100 points; Minimum = 20 points).

### Teaching and program participation

Speaker, instructor or program committee member in a continuing education program. Add 5 points per program; 15 for Oglebay instructors or Regents per year. (Maximum: 50 points; No Minimum).

### Publications

Add 3 points per article and 50 points per book for publications in the public assembly venue management industry. (Maximum: 50 points; No Minimum).

### Professional and community activities

Add 2 points per year for service on a volunteer community or professional association board or committee. (Maximum: 40 points; Minimum: 20 points).

**Total**

Results: If you scored **300** points, you may have enough points to be eligible to apply for the CVE designation. Please contact IAVM for an official application.

If you scored less than **300** points, begin tracking your progress in the areas listed and continue to reassess your readiness for the CVE program each year.