

CLEP Certification Checklist

Name: _____

ENROLLMENT FEE: \$100.00

DATE PAID: _____

Program Components

Core Curriculum

Applicants must complete the following in order to achieve certification:

1. Four one-day seminars on the following topics

- **Special event sponsorship**

Location & Date Completed: _____

- **Administration/Management and Operations**

Location & Date Completed: _____

- **Marketing/Media Relations**

Location & Date Completed: _____

- **Non-Sponsorship Revenue Programs (Half Day)**

Location & Date Completed: _____

- **Programming and Production (Half Day)**

Location & Date Completed: _____

Seminars will be offered twice a year, one at the WFEA annual educational conference, and the other at a fall regional seminar. Therefore, candidates could complete the course over a period of 18 months.

2. Behind the Scenes

Candidates must also view a festival or event working with industry professionals for at least a full day. This will enable you to see how information learned in seminars is actually applied. Event that you select must be pre-approved by the Certification Committee. If you wish, Committee will match you with a festival or event and its organizer.

Location & Date Completed: _____

3. Experience

In order to graduate with a certification designation, applicants must have a minimum of three years of festival and event-related experience.

Resume Submitted: _____

4. Member In Good Standing

All certification candidates will be required to become a current WFEA member in good standing before receiving their certification designation.

Note: continued membership is required to maintain certification.

Join or Renewal Date: _____

5. Conference Attendance

Candidates must attend a minimum of two WFEA annual conferences or one conference and two WFEA one day seminars.

Conference/ Seminar, Location & Date Attended:

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6. Publication

As part of the curriculum, candidates must write a 500-750 word article that can be published by WFEA in its e-magazine, *Inside Washington Festivals and Events*.

Article Title: _____

Date Completed: _____

FINAL FEE: \$250.00

Date Paid: _____