

# Certified Special Event Professional Designation

CSEP

# What is the CSEP

- The CSEP designation is the hallmark of professional achievement in the special events industry. It is earned through education, performance, experience, and service to the industry, and reflects a commitment to professional conduct and ethics.
- The CSEP designation is awarded by the International Special Events Society (ISES) and its Certification Committee. ISES is the only international umbrella organization representing professionals in all disciplines of the special events industry. Education and a commitment to professionalism are cornerstones of ISES.
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- Established in 1993, the CSEP program was developed to increase the recognition of professional growth and identify professionals who have demonstrated proficiency in the all components of the special events industry
- Foster enlightened performance through education while promoting ethical conduct and increasing industry standards
- Increase professionalism of practitioners in all sectors of the events industry;
- Increase of proficiency in the principles and practices of the special events industry
- Acknowledge the high caliber work of CSEPs and the value of product and services they provide specialized skills
- <http://www.ises.com/csep/home>

# Why should I be certified?

- The CSEP continues a remarkable progression as world wide recognition of the special event industry continues to develop. Now more than ever before, professionals within this industry recognize the CSEP as an influential designation for education and the promotion of professional ethics and standards. Being a recipient of the CSEP demonstrates a continuous dedication to enhance individual and professional performance.
- The special events industry has experienced phenomenal growth over the past several years and is changing at an even faster pace. Today, special events are more challenging and require an elevated level of professionalism.
- The success of the CSEP program is dependent upon the exceptional performance of dedicated event professionals. Obtaining the CSEP designation not only sets recipients apart from the competition, but displays an ongoing commitment to professional growth and knowledge within the special events industry.
- **When you attain Certified Special Events Professional (CSEP), you:**
  - Commit to your profession
  - Separate yourself from the competition
  - Enhance your professional credibility
  - Provide proof of your expertise

# What's in it for me?

- **Competitive Marketing Advantage:** the CSEP designation indicates expertise in execution of a successful special event
- **Professional Development:** preparation for the CSEP exam increases knowledge of all aspects of the special events industry
- **Networking Opportunities:** CSEPs are eligible to participate in an annual review of the exam content in addition to becoming part of an elite group that shares this designation
- **Recognition:** a certificate of achievement is provided along with authority to use the CSEP designation on letterhead, business cards as well as forms and address
- **Increased exposure:** CSEPs are listed on [www.ises.com](http://www.ises.com)

# How do I qualify?

- The exam is designed for seasoned event professionals, therefore, you must have at least three (3) years full time professional industry employment experience.
- Documentation is required as proof of employment.

# How much does it cost?

- \$600 for your application and registration. You have 1 year to take the test. There is a \$200 retake fee if you do not pass the first time

# Exam Windows

- 4 exam windows: the 15<sup>th</sup> to the 30<sup>th</sup> of -  
January / April / July / October and  
applications are due the 1<sup>st</sup> of the month prior  
to the exam window

# Preparing for the exam

- Utilize the CSEP Outline. This gives you the most valuable info
- You'll have 1.5 hours of multiple choice and vocabulary questions (no true/false, all of the above or none of the above) Visit the Apex Glossary at the CSEP website
- You'll have 3 hours for the written portion of the test
- Each candidate will be given the option to pick one of two event scenarios. Each event scenario provides the candidate with similar information including but not limited to: type of event, attendee profile, location, calendar, goals and objectives, and budget. Once a scenario is selected, the candidate is asked a series of questions which the candidate must answer by applying event-management techniques.
- You can jump through the entire portion of the exam to see how questions build.
- Know how to build a budget
- <http://www.ises.com/csep/preparing-for-the-exam>