



Certified Professional Catering Executive Application

Application Deadline: July 3, 2008

Test Date: August 3, 2008

Professional Certification

NACE encourages the professional development of caterers and event specialists through voluntary participation in its certification program. Achievement of the Certified Professional Catering Executive (CPCE) designation demonstrates expertise in catering earned by taking a comprehensive examination that covers the seven core competencies of the catering and event management industry.

The goals of the Certified Professional Catering Executive program are to:

- Establish a nationally recognized standard of competence in catering.
- Promote professional commitment to excellence in catering.
- Endorse active participation in educational offerings that support the continued competency of Certified Professional Catering Executives.
- Aid employers in identifying qualified catering personnel.
- Enhance the professional image of the catering executive.
- Provide a sense of personal achievement for the advancement of one's career.

The CPCE Exam

The CPCE exam was developed in collaboration with the Rosen College of Hospitality Management of the University of Central Florida. The exam consists of 175 multiple choice questions designed to emphasize seven core competencies of the catering and event planning industry.

- Accounting
- Beverage Management
- Catering Services
- Contracts and Agreements
- Event Management
- Food Production
- Sales and Marketing

Candidates will be given three hours to complete the exam. Successful candidates will earn the right to use the CPCE designation. Individuals who fail the exam may retake the exam a maximum of one time for a reduced fee within a one-year period.

Application Procedures

Complete the application form in its entirety. Applications for the examination are available online at www.nace.net.

- ✓ Submit a typed application form. (Note: You may type directly on the form). **Handwritten applications will not be accepted.**
- ✓ Make a copy of the completed application for your records.
- ✓ Mail the completed application and full examination fee to *NACE, 9881 Broken Land Parkway, Suite 101, Columbia, MD 21046* or fax credit card payments to *410-290-5460*.

Applications must be **postmarked** by the application deadline. Incomplete applications and applications received after the postmark deadline may be subject to a \$50.00 late fee, if accommodations can be made for that exam administration.



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CPCE Overview

Exam Eligibility

To be eligible to sit for the CPCE exam, applicants must have a minimum of 30 points, as outlined by the eligibility requirements below.

Experience in Catering or Event Management (maximum of 10 points)

- To be calculated with one point per year, to include catering and event management full-time positions
- Include title, description of job responsibilities, organization, and employment dates

Education and Continuing Education (maximum of 25 points)

Please list school name, address, degree and date issued and attach appropriate documentation (e.g., transcript, diploma, certificate, etc.).

- High School
- Internship Programs
- Associate's Degree
- Associate's degree in hospitality/event management
- Certificate Degree in hospitality/event management
- Bachelor's Degree
- Bachelor's Degree in hospitality/event management
- Master's Degree
- Master's Degree in hospitality/event management

Continuing Education (10 hours of continuing education = 1 point)

- Company sponsored continuing education
- Local professional development
- NACE education programs
- Allied association education programs
- Corporate training

Industry Membership and Leadership Positions (maximum of 10 points, 1 point per year)

- American Culinary Federation
- American Hotel and Lodging Association
- American Society of Association Executives
- Association for Convention Operations Management
- Association of College Conference and Events Directors
- Association of Destination Management Executives
- Hospitality Sales and Marketing Association International
- International Special Events Society
- Meeting Professionals International
- National Association of Catering Executives
- Professional Convention Management Association
- Other industry membership and leadership positions (based on acceptance by NACE)



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Leadership Positions

Candidates may receive points for leadership positions held at the national or chapter level within the past 10 years. The organization must be related to the catering or event planning industry.

National Role	Points
Officer of Board of Directors	10
Board Member	8
Committee Chairperson	6
Committee Member	4

Chapter Role	Points
Officer of Board of Directors	5
Board Member	4
Committee Chairperson	3
Committee Member	2

Professional Achievements (maximum of 10 points)

The achievements must have been completed within last 10 years and not be part of your job responsibilities.

- Seminar presenter (2 points)
- Teacher (2 points)
- Author of professional articles (2 points)
- Certifications (2 points)
 - CAE, CHME, CMM, CMP, CSEP
- Awards/recognition for professional accomplishment (2 points)

Attach documentation of all achievements (seminar description, course description, name of article).