

CMDSM CERTIFICATION RENEWAL PROGRAM

The objectives of the CMDSM Certification Renewal Program are:

1. To raise the standards of the profession
2. To establish the defined body of knowledge for effective performance
3. To award recognition
4. To encourage a continuing program of professional development

The CMDSM Renewal Program begins officially in 2005. The existing CMDSMs will need to plan for renewal by accumulating points from January 1, 2005 through December 31, 2007. CMDSM Certification must be renewed every three years to stay active. Individuals who retire will be awarded permanent status upon notification to MSMA National.

CMDSM RENEWAL REQUIREMENTS

1. Complete the electronic application, attaching all Certification Renewal Points (CRPs) documentation. Sign the Code Of Ethics Form
2. Achieve a minimum of **30 CRPs** in a three-year period.
3. Pay the CMDSM Renewal Fee as follows:
 - **RENEWAL (with points):**
 - ✓ MSMA Member Price = \$50
 - ✓ Non-Member Price = \$150
 - **RENEWAL (without points – retake exam)**
 - ✓ MSMA Member Price = \$325
 - ✓ Non-Member Price = \$525

The CMDSM Certification Renewal Points (CRPs) are in the exact same categories that the original CMDSM application required, but the point-structure is different.

EXPLANATION OF ACHIEVING CERTIFICATION RENEWAL POINTS

WORK EXPERIENCE

1. **EMPLOYER VERIFICATION** – Include a letter from your current employer (or on your company stationery if you are self-employed) giving employment dates in the Mail/Distribution field.
2. **RESUME** – Include a copy of your current resume.
3. **TOTAL POINTS PERMITTED = 15**
Five points per year for work experience in the Mail/Distribution field.

MSMA ACTIVITIES and MEMBERSHIP

VERIFICATION: Documentation for all CRPs being claimed must be provided by the applicant.

MEMBERSHIP	2 CRPs per year (6 CRPs maximum)
CHAPTER MEETING ATTENDANCE	1 CRP per meeting (3 CRPs maximum)
EXECUTIVE OFFICER	2 CRPs per year (6 CRPs maximum)
COMMITTEE MEMBER	1 CRP per year (3 CRPs maximum)
CHAPTER MEETING SPEAKER	1 CRP per meeting (3 CRPs maximum)
HOST SITE-TOUR / SEMINAR	1 CRP per meeting (3 CRPs maximum)
MAILCOM Conference (full-registration)	5 CRPs per Conf. (15 CRPs maximum)
PUBLISH ARTICLE (Newsletter)	1 CRP each (3 CRPs maximum)

TOTAL POINTS PERMITTED = 30

EXPLANATION OF ACHIEVING CERTIFICATION RENEWAL POINTS

NON-MSMA ACTIVITIES and MEMBERSHIP

VERIFICATION: Documentation for all CRPs being claimed must be provided by the applicant.

MEMBERSHIP (PCC / Associations)	1 CRP per year (3 CRPs maximum)
PCC / Association MEETING ATTENDANCE	1 CRP per meeting (3 CRPs maximum)
EXECUTIVE OFFICER (PCC / Association)	2 CRPs per year (6 CRPs maximum)
EDUCATIONAL PROGRAM ATTENDED	2 CRPs per year (6 CRPs maximum)
NATIONAL TRADESHOW or CONFERENCE	5 CRPs per full-regist. (15 CRPs maximum)
REGIONAL TRADESHOW or CONFERENCE	2 CRPs per program (6 CRPs maximum)
PUBLISH ARTICLE (Local or Nat'l. Publication)	1 CRP per article (3 CRPs maximum)

TOTAL POINTS PERMITTED = 20

EDUCATION

VERIFICATION: Please attach documentation (copies of degrees, certifications, transcripts, etc) for CRPs claimed. Education CRPs must have been earned after the initial CMDSM or since the last CMDSM-Renewal.

ASSOCIATE'S DEGREE	5 CRPs
BACHELOR'S DEGREE	10 CRPs
GRADUATE DEGREE	10 CRPs
CERTIFICATIONS	5 CRPs
COLLEGE-LEVEL COURSES	2 CRPs for each 3-HOUR CLASS

TOTAL POINTS PERMITTED = 10

**WHERE TO GO FOR
INFORMATION**

The National MSMA website

www.msmanational.org

will be the central point for information regarding the CMDSM Renewal Program. On the website you will find the information contained in this brochure, a list of all current CMDSMs, and the application for applying for the CMDSM-Renewal.

Any questions should be directed to the Vice President of Education. You can find the contact information for the Vice President of Education on the "Board Of Directors" page of the website.



M S M A NATIONAL
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C M D S M

RENEWAL

PROGRAM

**This brochure contains
instructions for the CMDSM-
RENEWAL and the Certification
Renewal Points (CRPs) Structure**



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