



Event Service Professional Certification Application Form

Complete application form and return to Event Service Professionals Association Headquarters at certification@espaonline.org

Application fee must be paid via My ESPA Portal prior to application being processed.
Form must be typed, not hand-written.

Name: _____

Title: _____

Company: _____

Address: _____

Email Address: _____ Office Phone: _____

How long have you been in the event service industry? _____

Event Service Training or Breadth of Work Experience:

Option 1: I have taken the ESPA online **Event Service Professional Foundational Training Program** and am submitting the Training Program Evaluation / Attestation Form with my Application. Application Fee for Option 1: \$175 Members, \$250 Non-Members (*Note: Training Program has a separate fee.*)

Option 2: **Training Waiver Request** - I am submitting a Waiver Request to bypass the **Event Service Professional Foundational Training Program**; my Waiver Request form is included with my Application. NOTE: Candidate must have a minimum of 10 years of event service experience. Experience and comprehension of services in various areas or settings must be demonstrated on the Waiver Request form, subject to approval by the ESPA Review Board. Application Fee for Option 2: \$325 Members, \$450 Non-Members

Date application fee was paid: _____

Event Service Education:

Candidate must have completed a minimum of 20 education hours specifically in Event Service topics within the past 3 years.

ESPA education is pre-approved except for topics that are strictly on *personal* development such as work/life balance or wellness. A maximum of 8 hours can be from sources outside of ESPA and must be by nationally recognized organizations (*as examples, but not limited to PCMA, MPI, IAEE, IAVM, DI, publications such as Northstar Meetings Group, Meetings Today, Smart Meetings*).

Watching ESPA on-demand webinars or virtual conference content is acceptable (and reporting of these programs as education requirements is currently on the honor system). With the exception of the ESPA Annual Conference which can be reported as a total number of hours, candidates must list the courses they took including the date (such as for webinars or Leader programs). Your ESPA course history can be found in the *My Continuing Education* section of your profile in My ESPA Portal.

ESPA Annual Conferences qualify for the following number of hours:

- 2020 Conference, Denver, CO - 12 Hours
- 2021 Conference, virtual - 6 hours
- 2022 Conference, Kansas City, MO - 9 Hours
 - Add 3 hours if you attended the optional Leader program on Friday, January 21, 2022
 - Add 1.5 hours if you attended an optional mobile workshop on Sunday, January 23, 2022

ESPA Education:

Program Name	Date(s)	Hour(s)	Type (conference, webinar, virtual conference)

Total ESPA Education Hours Claimed: _____

Education from Other Sources

A maximum of 8 hours can be from sources outside of ESPA and must be by nationally recognized organizations (as examples, but not limited to PCMA, MPI, IAEE, IAVM, DI, publications such as Northstar Meetings Group, Meetings Today, Smart Meetings). Courses taken with other associations or education providers must be demonstrated to be specifically on Event Servicing topics as described in the outline below. **For education received from other sources, you must include proof of taking the course with your application and indicate which topic from the list below applies to the session.**

Event Servicing Topics:

- 2. Event Management and Logistics
- 3. Technology
 - a. Registration/housing/event management
 - b. Mobile apps
 - c. Virtual/hybrid presentations
- 4. Marketing
 - a. City/venue promotion
 - b. Social media engagement
- 5. Risk Management
 - a. Safety and security needs
- 6. Sustainability
- 7. F&B (Trends, costs, dietary needs)
- 8. Service and Engagement
 - a. Client management and best practices
 - b. Attendee experience
 - c. Vendor/contractor
 - d. Staff / volunteer management

Education from Additional Sources:

Organization	Type of Programing	Title	Event Servicing Topic (from above list)	Date	Hour(s)

Total Non-ESPA Hours Claimed: _____

Grand Total of Education Hours from Both Sections: _____

Getting Certified

To accelerate your certification timeline, you may also submit your written **Challenge** at the same time as you submit your application and optional Training Waiver Request. This gives the ESPA Review Board the opportunity to review both documents together.

Are you submitting your written Challenge at this time? Yes No

Date Certification Fee was paid: _____
 (Please enter N/A if not submitting written challenge at this time)

Application processing will take up to 21 days.

ESPA will promote and list ESPC designates on its web site, social media and other channels. Do you agree to being included, once certified? Yes No

By participating, candidates agree to ESPA's use of their challenge/response for ESPA educational purposes.

I hereby apply for certification offered by the Event Service Professionals Association. To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that ESPA reserves the right to verify any or all information on this application and that any incorrect or misleading information may constitute grounds for revocation of my certification. I have read and understand all of the information as described in the program guide and agree to the terms and conditions outlined.

I understand that the certification is valid for 5 years and that to maintain the certification, I will be required to submit a recertification application outlining my continuing education and professional leadership activities. If I do not submit this application or am not approved, I will be notified by ESPA and will no longer have the right to utilize the ESPC designation.

Signature: _____

Date: _____

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