



INTERNATIONAL
SPECIAL EVENTS SOCIETY
MINNEAPOLIS-ST. PAUL CHAPTER

CSEP Scholarship Application

What is the Certified Special Events Professional (CSEP) designation?

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.

Why Should I Be Certified?

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 a level of professionalism equal to none. Become a recipient of the CSEP designation and set yourself apart from the competition.

Background

In order to encourage more chapter members to pursue their CSEP certification, the Minneapolis-St. Paul Chapter has begun a scholarship program. The cost of applying for and taking the CSEP exam is \$600. To help defray these costs, the Chapter is offering members a \$400 reimbursement scholarship once they have sat for the exam.

Who is eligible for the CSEP Scholarship?

Any ISES Minneapolis-St. Paul full member who has ***already applied to take the exam and been accepted*** is eligible. Applicant must complete this scholarship application form and provide a copy of the CSEP acceptance letter from ISES Headquarters as a qualifying document. Once applied and accepted, the applicant must sit for the CSEP exam within one year to receive the reimbursement.

The applicant must have made the initial \$600 investment to be eligible for the scholarship. To receive their reimbursement, the applicant must submit to the ISES Minneapolis-St. Paul President Elect ***a copy of their exam receipt signed by the site proctor*** to validate they completed the exam.

What will the recipient receive?

Each recipient will receive \$400 reimbursement against the exam registration fee in check form, made out to the recipient. The recipient is required to cash the check within 90 days of receipt.

Who selects the award recipient?

The current policy of the Minneapolis-St. Paul board is to award the CSEP scholarship to the qualified members who apply.

What are the expectations of the recipient?

- Recipients must sit for the CSEP exam within one year of application or it is forfeited.
- Recipients may either write an article for the ISES Minneapolis-St. Paul newsletter or give a 5 minute presentation at a Chapter Event regarding their experience and what they learned by preparing for the exam within six months following their sitting for the exam.
- Recipients must host a CSEP informational meeting with other interested candidates in tandem with a Chapter Event within the year following their sitting for the exam.



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Member Name: _____

Address: _____

Phone: _____

Email: _____

On a separate piece of paper, please submit your responses to the following three questions:

1. Why are you pursuing the CSEP Certification?
2. Discuss your career path thus far and your aspirations, including how you see your CSEP certification benefiting your plans:
3. Discuss your involvement with ISES and how as a CSEP you see yourself able to contribute to the work of the Chapter/greater Organization:
(Include years of membership, committee/board/sponsor involvement, monthly programs attended within the previous year, etc.)

Pledge: I hereby agree to fulfill the requirements listed below should I be selected as the recipient of the CSEP Scholarship. Should I fail to fulfill my duties as scholarship recipient, I agree to refund the full amount of the scholarship package that I have received to the Minneapolis-St. Paul ISES Chapter.

**Your agreement to this pledge is assumed
when you submit your scholarship application.**

Requirements:

- Recipients must sit for the CSEP exam within one year of application or this scholarship is forfeited.
- In order to receive reimbursement, the CSEP candidate must submit to the ISES Minneapolis-St. Paul President Elect **a copy of their exam receipt signed by the site proctor** to validate they completed the exam.
- Recipients may either write an article for the ISES Minneapolis-St. Paul newsletter or give a 5-minute presentation at a Chapter Event regarding their experience and what they learned by preparing for the exam within six months following their sitting for the exam.
- Recipients must host a CSEP informational meeting with other interested candidates in tandem with a Chapter Event within the year following their sitting for the exam.

**Please fill out the following information and e-mail completed forms,
to Cara Schulz, Immediate Past President, at Cara@ises-msp.org.**

Inquiries can be made to Cara Schulz at 612.238.3046 or Cara@ises-msp.org