




CSEP Professional Advantages


- Offers competitive advantage when soliciting business.
- Proof of your professional market knowledge.
- Offers competitive advantage when job hunting or seeking advancement at work.
- Networking opportunities



Basic Requirements

To qualify as a candidate for the CSEP exam, you must have:

- A minimum of three (3) years of full-time professional employment in the special events industry.
- Documentation of work experience is required.
- Points documentation is no longer required for initial applications!!



Application Policies & Procedures

- Submit the completed **online** application, fee payment form and supporting documentation of work experience to the ISES Headquarters office by the published deadline.
- Documentation reviewed **after** published deadline.
 - Notified of status via email.
 - Late applications will be processed during the next application review cycle.
 - An application may be denied if it is incomplete, illegible, does not reflect special events industry experience, if information is misrepresented, or if supporting documentation is not included or not in English.
- Approved candidates information sent to SMT to begin exam process.



CERTIFICATION FEES	AMOUNT	TIME AND DETAILS
Exam Application and Registration Fee	\$600 USD	Candidates are eligible to sit for the CSEP exam after application approval (see dates and deadlines for details).
Refund for Denied Exam Application	(\$500) USD	\$500 USD will be refunded from the \$600 USD exam fee if an application does not comply with exam requirements.
Exam Reschedule Fee	\$0 USD	No fee is required if an exam is rescheduled at least five (5) days prior to the scheduled exam date.
Exam Cancellation Fee	\$600 USD	Entire exam fee will be assessed if candidate cancels exam less than four (4) days prior to scheduled exam date.
Exam No Show Fee	\$600 USD	If candidate fails to show for scheduled exam, full exam application and registration fee is forfeited.
Exam Retake Fee	\$200 USD	If candidate is unsuccessful on initial exam, discounted exam fee is offered for retakes.



- Approved candidates can choose to sit for the exam on any day from the 15th-30th in January, April, July and October. (4 exam cycles in 15 day windows).
- Applicants should choose an examination period that best fits their schedule. There is