



# The Accreditation Process

## Step by Step Checklist

Step	Action
1.	<b>MEA Membership</b> Be a current financial member of MEA
2.	<b>PD Points.</b> Minimum of 100 points accumulated during the three-year period immediately prior to the Application for new applicants and 80 points for renewals. Record of accumulated points is found on Member section <a href="http://www.meetingsevents.com.au/members">www.meetingsevents.com.au/members</a>
3.	<b>Employment.</b> As a Meetings Manager for at least three of the four years immediately prior to the application.
4.	<b>Determine the referees to be contacted by MEA</b> AMM - Two client and two supplier referees AIMM - One client and three supplier referees. The client must be a CEO / ED or equivalent in organisation.
5.	<b><u><a href="#">Download AMM Accreditation or Re-Accreditation Form here (PDF)</a></u></b> <b><u><a href="#">Download AIMM Accreditation or Re-Accreditation Form here (PDF)</a></u></b>
6.	<b>Completed paperwork returned to MEA</b> Candidates must personally fulfil all the requirements, and return the completed application form and supporting documents, together with the application fee.
7.	<b>Referees contacted by MEA</b>
8.	<b>Appropriate applicants are issued with either an Assessment Task or RPL Checklist, depending on the type of Application.</b>  - <b>Assessment Task.</b> Set by the AMM Accreditation Admissions Panel, and successfully completed. OR  - <b>Recognition of Prior Learning (RPL).</b> The applicant wishing to claim RPL must list employers and work experience as a Meetings/Conference Manager for a <i>minimum of ten years</i> . This period of time must include at least five years immediately prior to the application.
9.	<b>Personal Interview.</b> With members of the AMM Accreditation Admissions Panel. (Personal interviews are conducted with each candidate who achieves at least 80% in the Assessment Task).
10.	<b>Endorsement by MEA Board of Directors</b>
10.	<b>Applicant notified in writing of outcome</b>