



The Accreditation Process

Step by Step Checklist

Step	Action
1.	MEA Membership Be a current financial member of MEA
2.	PD Points. 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 www.meetingsevents.com.au/members
3.	Employment. As a Meetings Manager for at least three of the four years immediately prior to the application.
4.	Determine the referees to be contacted by MEA 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.	<u>Download AMM Accreditation or Re-Accreditation Form here (PDF)</u> <u>Download AIMM Accreditation or Re-Accreditation Form here (PDF)</u>
6.	Completed paperwork returned to MEA Candidates must personally fulfil all the requirements, and return the completed application form and supporting documents, together with the application fee (\$300)*
7.	Referees contacted by MEA
8.	Appropriate applicants are issued with either an Assessment Task or RPL Checklist, depending on the type of Application. - Assessment Task. Set by the AMM Accreditation Admissions Panel, and successfully completed. OR - Recognition of Prior Learning (RPL). 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.	Personal Interview. 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.	Endorsement by MEA Board of Directors
10.	Applicant notified in writing of outcome