

# IACCA CERTIFICATION COURSE OF STUDY

## *Quick Reference Guide*

Becoming a Certified Conference Center Administrator (CCCP) requires completion of a course of study with four major requirements:

- Completion of at least six blended learning classes
- One visit to a conference center per the prescribed guidelines
- Routine meetings with an assigned mentor
- Completion of the Capstone Seminar

### BLENDDED LEARNING MULTIMEDIA CLASSES

Center Administration Fundamentals (introductory; new directors)+

Not-for-profit purpose and governance\*

Staff leadership and development\*

Administration, Finance and funding\*

Marketing\*

Facility development and maintenance\*

Hospitality\*

Program development and delivery+

Capstone\*

\*Required +Optional

At least one visit to another center [Per Center Visit Guidelines]

Each Candidate will routinely consult with a faculty mentor

### TUITION

Program administration fee	\$ 100
Areas of Knowledge (6 @ \$350)	2,100
Capstone	<u>625</u>
<b>Total</b>	<b>\$2,825</b>

Does not include travel or miscellaneous cost Scholarship support is available