IACCA Education

The International Association of Conference Center Administrators has been a primary source of training for persons who serve in leadership positions in not-for-profit and faith-based institutions. Over the past 40-years IACCA has developed and taught a body of knowledge that has become the standard of best practices in center administration. It is widely recognized that persons who have received IACCA training are highly desirable employees for centers and frequently very successful in their work.

Each year IACCA offers a series of courses designed to contribute to the professional development of persons who serve staff positions in conference centers. These courses are available to anyone who wishes to gain valuable knowledge and skills specific to the conference center field.

THE PROFESSIONAL CERTIFICATION PROGRAM

Certified Conference Center Professional (CCCP) is the official designation given by IACCA to members who complete a prescribed training and meet a set of educational and experience requirements. Those who hold this credential may publish the letters CCCP after their names and be recognized as having reached the highest level of professional education for conference center administration. Persons who wish to achieve this distinction may enroll in this program.

The course of study may begin with, **Center Administration Fundamentals,** an optional course designed to provide introductory information, primarily for new or aspiring center directors. It is offered on a two-year cycle at the IACCA Annual Conference. Alternatively, this seven-hour seminar may be attended when offered in alternating years as a three session online multimedia course.

The required study is divided into **six areas of knowledge** (disciplines) and each candidate is required to complete each area. The disciplines are:

Not-for-profit purpose and governance

Staff leadership and development

Finance and funding

Marketing

Hospitality

Facility development and maintenance

An optional seventh course is provided for persons who wish to build expertise in providing center based programs. It is titled:

Program development and delivery

The courses are under the direction of an Education Committee with oversight from the IACCA Dean of Education.

A strong feature of the program is that each candidate is assigned a certified member of the IACCA faculty as a **mentor** with whom there will be regular consultation. (A monthly telephone or online meeting is recommended)

An additional requirement is that each candidate make at least one (two preferred) **center visit** to another conference center following the IACCA center visit guidelines. The recommended fulfillment of this requirement is a visit to the mentor's center along with another center selected by the candidate in consultation with their mentor.

The final requirement is a 20-hour **Capstone Seminar** which will be a synthesis exercise giving the candidates the opportunity to demonstrate the knowledge they have gained through a process of faculty/peer review. The Capstone Seminar will be conducted over a six-month period involving three 2-hour online workshop experiences and a two-day (14-hour) classroom seminar to be conducted prior to and at the location of the annual conference.

During the course of completing the six required knowledge areas each candidate will provide a letter of recommendation from a supervisor and at least one other letter of recommendation from a person qualified to make such representation. Final recommendation for certification must include approval from the candidate's mentor and overall approval from the dean.

The full course of study can be completed over a two-year period (generally more comfortable over three years) with completion required in no more than five years.

When the candidates complete their study there is a final event: **The Certification Ceremony.** During the recognition banquet at each IACCA Annual Meeting there is a ceremony to celebrate the completion of the candidate's study. It is an upbeat event, much like an academic graduation, including formal recognition of the candidates. A time of celebration occurs when previously certified members welcome the newly certified members into the group.

CONTINUING EDUCATION FOR CERTIFIED MEMBERS

IACCA learning continues as the certified professionals are required to participate in a **Re-certification Seminar** at least once every five years. Certified Conference Center Professionals understand that new information pertinent to their work is being developed on an ongoing schedule. To be successful in professional and personal endeavors, one must be a life-long learner.

The Recertification Seminar is a 20-hour course designed to focus on recognizing and examining the changes that affect professional function in conference center administration. The structure of this seminar is three two-hour online virtual classes along with two seven-hour classes conducted immediately prior to the annual meeting. Along with consideration of changes and new information the re-certification candidates also participate in interactive learning sessions with certification candidates.

The **estimated tuition** for the full certification program is projected to be $2,825 calculated as follows:

Program administration fee	$ 100
Areas of Knowledge (6 @ $350)	2,100
Capstone/re-certification	625
Total	**2,825***

*Does not include travel and lodging costs

SCHOLARSHIP SUPPORT IS AVAILABLE