

# Renew Your Correlations Event Planning Certification

## How do I renew my certification?

Renewal submissions are due to Correlations, LLC at least 2 weeks prior to your renewal certification expiration.

## Why do I need to renew my certification?

Certified Event Planner certifications are valid for 2 years. To continue using your credentials, you must demonstrate expansion of professional knowledge and evidence of continued competence in the area of Event Planning. The Event Planning Certificate Program requires you to renew your certificate every 2 years for a total of 5 years.

## What are the renewal requirements?

You must have a minimum of 32 approved Event Planning hours each year or 1 approved wedding each year.

## When do I renew?

You must renew at least 2 weeks prior to your certification expiration date. Your certification date becomes active immediately following the initial Event Planning Certificate Program. For instance, if you earned your certification in March 2011, you will not need to renew your certification until March 2013. You will have until the close of the year 2013 to renew your certification. You are responsible for tracking your renewal date and submitting event hours in a timely manner. If you do not renew your certificate, you will become ineligible to request recommendation letters, referrals, or use Correlations as a resource on your marketing materials. We can only endorse active and competent Event Planners.

## How do I renew online?

Renewing online is an easy 2-step process. First enter your completed professional event planning activities in your Online Correlations CEP Account. Second, when your 2 year expiration approaches, visit the website to register for a Renewal Course in a city near you or take the Renewal Course ONLINE for \$99. The Renewal Course is mandatory.

## How do I track my Correlations Event Planning Certificate Hours?

1. Collect Event Planning records from the past 2 years, volunteering, ongoing education, etc.
2. Create or login to your Online Correlations CEP Account.
3. Enter and Save Event Planning activities.
4. Save and Log Out.
5. You must have a total of 64 hours before taking a Renewal Course. (32 hours each year)

Ideally, you will record professional Event Planning activities in your online account immediately after each activity during the 2-year certification cycle. This simplifies renewal and offers a secure, central location to track completion of certification requirements.

**Questions?** Email [info@correlationsllc.com](mailto:info@correlationsllc.com) or call 404.358.1567 M-F, 9:00 am to 4:00 pm EST

## What happens after I submit my renewal hours?

Hours are not reviewed until you register for a Renewal Course. Your hours will be reviewed based on the complexity of the events. After review, you will be notified if your hours have been accepted and receive an email confirmation for detailed Renewal Course information. After the Renewal Course, you will receive a recommendation letter, followed by a new certificate.