



CONTINUING EDUCATION (CE) REPORTING FORM

Full Name:			
Organization:			
Address:			
City:	State:	ZIP:	
Email:			
Certification Date:			

MM/DD/YY	NAME OF EDUCATIONAL ACTIVITY	CE PROVIDER	CREDITS EARNED
Total Credits Earned:			

I acknowledge this is a true representation of credits earned

Signature	Date
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For questions, please email us at cdme@destinationsinternational.org

The following are examples of approved CE activities:

- Attendance at travel and tourism industry-related workshops, seminars, courses, conferences and live teleconferences/cyberconferences/webinars (these programs do not need to be sponsored/produced by Destinations International)
- Travel and tourism industry-related college or university courses
 - 15 CE credits per earned college semester credit
 - 14 CE credits per earned college trimester credit
 - 10 CE credits per earned college quarter credit
 - Examples:
 - A three-credit semester course would earn 45 CE credits.
 - A two-credit quarter course would earn 20 CE credits.
- Serving as a lecturer or speaker at travel and tourism industry-related workshops, seminars and college/university courses
 - 1 credit for up to three hours of lecture or speaking
 - Two credits for 4-8 hours of lecture/speaking
 - Four credits for lecture/speaking over 8 hours
- Publication of authored articles on travel and tourism industry-related topic areas (not restricted to Destinations International publications)
 - Two credits will be given for each article, chapter, on travel/tourism industry-related topics that the applicant writes
 - Four credits for publication of a book
- Volunteering on Destinations International or other travel and tourism industry-related organization committees
 - Two credits will be given per year for service as a volunteer officer of an association or professional society, or for volunteer service as chair or vice chair of a committee, section, or special interest group
- Completion of an independent/self-study course (with a method of evaluation or certificate of completion) in a travel/tourism industry-related topic area
- Successful completion of another travel and tourism industry-related certification or licensure examination
- Coaching/mentoring - certificants providing and/or receiving mentoring or coaching specifically focused on the travel and tourism industry and representative of the content administered in the CDME program, for a minimum of 10 hours can qualify for up to 10 credits toward renewal:
 - 0-9 hours = 0 CE credits
 - 10 hours = 5 CE credits
 - 12 hours = 6 CE credits
 - 14 hours = 7 CE credits
 - 16 hours = 8 CE credits
 - 18 hours = 9 CE credits
 - 20 hours = 10 CE credits
- Professional career development coursework, examples:
 - Leadership
 - Conflict management
 - Communication
 - Urban development

Activities Not Approved for CE Credit

The following are examples of CE activities that are not approved:

- Organizational products and/or sales-specific, marketing or business development presentations
- Fundamental, introductory or exam prep courses in travel/tourism industry-related topic areas
- Personal career development topics not specific to the travel/tourism industry
- Previously attended CDME Core Courses
- Previously attended CDME Elective Courses

How do I calculate credits?

- Recertification credits are calculated based on the following guidelines.
 - You may earn any number of credits per year, earn all your credits in one year, or over the course of four years.
 - One (1) recertification credit is equivalent to 50 minutes (including question and answer sessions) of instruction in an eligible topic area.
 - Credits earned are to be reported in whole numbers and are never rounded up.
 - Only qualified educational activities in approved topics should be reported.
 - An activity should be listed exactly as the title appears on the printed materials for the event.
 - You do not need to forward documentation supporting your attendance or participation to Destinations International when filing your recertification credits, but you must maintain those records for two years in the event of an audit.

Example: a seminar running from 9:00 am to 5:00 pm and includes a one-hour lunch and two fifteen-minute breaks. There are a total of 480 minutes in the day, minus 60 minutes for lunch and 30 minutes for breaks, so there are 390 minutes of instruction. One recertification credit is earned for every 50 minutes of instruction, so 390 minutes divided by 50 equals 7.8. This seminar earned 7 credits (no rounding up).

Certificants evaluate their own recertification activities and determine the appropriate number of recertification credits based on the information outlined above. Destinations International does not review and approve recertification activities for certificants.