



Professional Experience Verification Form

This form must be used by the CCM candidate to verify that the candidate has completed at least the equivalent of three years of full-time, professional-level experience related to club management. Please do not submit this form with less than three years of relevant management experience. Please review the experience requirements at www.cscm.org prior to submitting this form. Credit for relevant experience is granted as follows:

- 3 to 5 years of relevant club experience is the equivalent to 1 year of CSCM membership
- 6 to 8 years of relevant club experience is the equivalent to 2 years of CSCM membership
- 9 or more years of relevant club experience is the equivalent to 3 years of CSCM membership

CCM Candidate:

Full Name: _____ CSCM Member #: _____

Club: _____

Position: _____

Professional Experience

The following information about the candidate should be listed in chronological order, with the most recent position listed first. The candidate must provide enough details to describe the relevant duties and responsibilities. If necessary, attach an additional page for additional positions and/or duties.

Position/Title: _____

Company: _____

Dates employed: From (mo./yr.) _____ To (mo./yr.) _____

Does this position comply with the list of positions found on the CSCM website? Yes No

Was this a full-time position? Yes No

Position/Title: _____

Company: _____

Dates employed: From (mo./yr.) _____ To (mo./yr.) _____

Does this position comply with the list of positions found on the CSCM website? Yes No

Was this a full-time position? Yes No

I hereby petition for recognition as a CERTIFIED CLUB MANAGER and swear or affirm that the above information is complete and correct to the best of my knowledge and I understand that it is subject to verification. I also acknowledge that, once certified, I will be required to maintain my designation through the Certification Maintenance Requirement. If I fail to meet that requirement, I will lose my certification.

Signature: _____

Date: _____

All requests for relevant professional experience credits will be reviewed for approval by the CSCM National Certification Committee.

Definition of Professional Experience For CSCM Members

It is important to understand the term “relevant professional experience” as it relates to club management. Based on the seventh edition of *Job Descriptions for the Private Club Industry* and for the purposes of this change in policy, **relevant professional experience for a club manager can be defined as “substantial private club industry and/or luxury hotel and resort experience with management and/or supervisory experience and progressive professional advancement.”** “Luxury hotel and resort” is defined as properties that cater to the upscale business and leisure traveler. They offer many of the following: amenities, services and activities – 24-hour concierge services, extensive in-room amenities, personalized shopping services, pools/beach, spa and fitness centers, child care facilities, a wide range of gourmet and casual dining options, catering outlets, bar/lounges and social gathering areas, laundry and tailoring services, business centers and/or work stations, health and recreational facilities that could include tennis, golf, skiing, fishing, health and spa services, convention and meeting space for business meetings as well as daily housekeeping. Titles for eligibility for experience credits include:

- Assistant Manager - Hotel
- Banquet & Catering Director
- Banquet Manager
- Chef (Executive, Pastry, Sous)
- Convention & Meeting Manager
- Controller/CFO
- Curling Club (public) Manager
- Entertainment Director
- Entertainment Manager
- Food & Beverage Director
- Food & Beverage Manager
- Front Office Manager
- General Manager – Hotel
- Golf Professional – Head/Director
- Golf Superintendent
- Hotel Operations Director
- Recreation Director/Manager
- Room Reservation Manager
- Room Service Manager
- Ski Resort Manager
- Ski Resort – Head/Director
- Spa & Fitness Manager
- Spa & Fitness Director
- Sommelier
- Tennis Professional – Head/Director
- VIP Services Manager

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