



Society of Talent Entertainment Professionals

Certified Talent and Entertainment Professional (CTEP®)

The CTEP designation is given by the Society of Talent Entertainment Professionals (STEP) and its certification committee. The designation shows your professional achievement in the entertainment industry. It is earned through education, performance, experience, and service to the industry, and reflects a commitment to professional conduct and ethics.

As a recognized organization for Entertainment Professionals, STEP certifies entertainment professionals through the Certified Talent and Entertainment Professional designation. The CTEP program is practice-based. It is not intended to teach individuals how to effectively become an Entertainment Professional rather, it is designed to measure an individual's "knowledge-in-use" – the application of knowledge and skills by those with real-life experience in this role.

CTEP Certification

- _ Demonstrates your commitment to the Entertainment industry and your ability to perform to set standards.
- _ Enhances your professional image.
- _ Establishes professional credentials and recognizes your individual accomplishments
- _ Is an impartial, third-party endorsement to your knowledge and experience
- _ Improves your career opportunities.
- _ Offers greater recognition in the Industry

Obtaining Your CTEP designation

To obtain your CTEP designation you must have been a STEP member in good standing for at least two years, acquire the necessary points needed and agree to abide by the set standards and ethics of the Society of Talent Entertainment Professionals and be approved its certification committee.

On the following pages you will find a detailed worksheet and application needed to qualify for the CTEP certification.

A minimum of 75 points and 5 years' experience in the Entertainment industry are required.

Entertainment Booking or Related Experience

A potential candidate MUST have a minimum of 20 points in this area

Maximum points allowed for this section 35 points

Description of Required Points	Years of Experience/Membership	Points Earned
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Years of Entertainment/Booking experience
 1 point per year, Maximum 25 points
List all experience and Years seperatley Below:

STEP Membership
 1 points earned per year, Maximum 25 points
List Membership years below:

Membership in other approved industry association(s)
(IEBA, AEP, IMEA, ATA, ISES, SPARS, AES, AFM etc..)
 1 points per year, Maximum 10 points
List all memberships and total years Below:

Add up points and enter an amount not to exceed the maximum 35 points	
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Entertainment Industry Leadership

Maximum points allowed for this section 50 points

Description of Required Points	Years of Leadership		Points Earned
STEP President 3 points earned per term Maximum 15 points <i>List Years seperatley Below:</i>			
STEP officer/board member 1 points earned per term Maximum 15 points <i>List Position and years below:</i>			
Other Industry Leadership roles - President, Vice President, Board member or Committee chair 1 points earned per term, Maximum 20 points Can range from international to chapter roles and are received for each committee served <i>List all positions and total years Below:</i>			
Add up points and enter an amount not to exceed the maximum 50 points			

Education		
Maximum points allowed for this section 5 points		
Description of Required Points	Each Educational Experience	Points Earned
Master's degree/doctorate 5 points <i>List school and degree Below:</i>		
Four year college degree 4 points <i>List school and degree Below:</i>		
Associate degree 3 points <i>List school and degree Below:</i>		
Years College attended – No Degree 1 points <i>List school and Area of Studies Below:</i>		
Add up points and enter an amount not to exceed the maximum 10 points		

Continuing Education, Conferences and Professional Development

Maximum points allowed for this section 25 points

Description of Required Points	Each Qualifying Development	Points Earned
University approved certificate programs 5 points each Maximum 15 points <i>List certifications Below:</i>		
Industry related conferences attended with continuing education 1 point per conference Maximum 10 points <i>List conferences and years attended Below:</i>		
Guest speaking appearances or participation in panels 1 point each Maximum 10 points <i>List program and years Below:</i>		
Add up points and enter an amount not to exceed the maximum 25 points		

Industry Awards and Professional Designations

Maximum points allowed for this section 20 points

Description of Required Points	Each Award / Designation	Points Earned
International/national industry awards 1 point each Maximum 10 points <i>List Awards and Years Below:</i>		
Regional/local industry awards 0.5 points each Maximum 5 points <i>List Awards and Years Below:</i>		
Industry related professional designation (CSEP, CMP etc.) 5 point each Maximum 10 points <i>List Certifications Below:</i>		
Add up points and enter an amount not to exceed 25 points		

The certification committee may request verification documentation

This may include cancelled checks or credit card receipts, dated membership roster, membership card, Published and dated listing in program, newsletter, brochure, directory, or Board Minutes. Education proof may include Copies of Degree/Doctorate – Diploma, letter from institution, college/university transcripts, cancelled check/credit card receipt & registration form, conference program & badge, Points

CTEP Fees

Fees must be paid by money order, cashier’s check or personal check made payable to STEP.

CTEP Application Submission Fee \$250 USD

CTEP Recertification Fee \$125 USD

CTEP Recertification Late Fee (after Dec. 1) \$25 USD

CTEP Recertification

Candidates who earn the CTEP designation are required to be recertified every five (5) years to maintain the Designation Recertification will occur via the point system determined by the STEP Certification Committee.

CTEP Recertification Policies and Procedures

Complete recertification applications must be received by STEP on or before November 30 of the fifth year and accompanied by the \$250 USD recertification fee.

Applications received December 1 - December 31 of the CTEPs expiring year require an additional late fee of \$25 (US), total fee \$150 (US).

CTEPs who fail to recertify by the December 31 deadline lose their CTEP status, are removed from the CTEP directory, and will cease and desist all usage of the CTEP designation.

Expired CTEPs must re-apply in order to regain legal use of the CTEP Designation. All CTEPs who are approved for recertification will receive written notification and a new certificate. The Recertification reviews extenuating circumstances surrounding late recertification submissions.

The Committee will consider making exceptions to the policies in place for recertification for CTEPs who have been unable to recertify due to one or more of the acceptable reasons listed below: Serious illness of self or an immediate family member, Short and/or long-term disability.

I hereby attest to the accuracy of the information provided and that the entertainment industry is my primary occupation. I agree to accept the decision of the Society of Talent and Entertainment Professionals Certification Committee regarding this application. I understand that recertification is required every five (5) years. I understand that recertification is ultimately my responsibility.

Applicant’s Name (print) _____

Applicant's Signature _____ Date _____

Payment Information

___ Check - I have enclosed my payment by check (made payable to STEP) in the amount of \$ _____

Please charge my ___ Visa ___ American Express ___ Master Card

Credit Card Number _____

Expiration Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Today's Date: _____

Mail, Fax or Email Completed Application to:

Brooks Kendall
2505 Scenic View Court
Granbury, TX 76048
Office: 817-573-6100 ext. 11
Fax: 817-977-6307
Email: brooks@kenran.com