



Certified Emcee Professional® (CEP)

Applicant Checklist

SECTION 1: Eligibility Verification

- ☐ Minimum **5 years** professional experience in emceeing/hosting/facilitation
- ☐ Completed **100+ professional engagements** (within past 3–5 years)
- ☐ Earned **\$30,000+ annually** from emceeing (in at least 3 of last 5 years)
- ☐ Participated in **NSA or equivalent professional development**
- ☐ Attended at least **1 NSA or GSF event in last 10 years**
- ☐ No ethics violations in past **10 years**
- ☐ In good professional standing

SECTION 2: Professional Role Alignment

- ☐ Experience includes one or more:

- ☐ Emcee
- ☐ Host
- ☐ Facilitator
- ☐ Moderator

- ☐ Responsibilities included:

- ☐ Leading event flow
- ☐ Audience engagement
- ☐ Program continuity

SECTION 3: Core Competency Self-Assessment (The Five E's)

(Optional but recommended before applying)

Eloquence

- ☐ Strong stage presence
- ☐ Clear, confident communication

Enterprise

- ☐ Sustainable business practices
- ☐ Strong client relationships

Ethics

- ☐ Demonstrates integrity and professionalism
- ☐ Inclusive and accountable conduct

Expertise

- ☐ Event preparation and planning
- ☐ Collaboration with stakeholders
- ☐ Adaptability during events

Engagement

- ☐ Activates and connects with audiences
- ☐ Manages energy and experience

SECTION 4: Application Materials

- ☐ Completed CEP Application Form

Video Portfolio

- ☐ 5–7 video clips
- ☐ Total runtime: **30+ minutes**
- ☐ Clips are **less than 3 years old**

Supporting Documentation

- ☐ Run-of-show examples
- ☐ Scripts or briefing materials

Client Feedback

- ☐ **10–15 client evaluations/testimonials**
- ☐ Demonstrates:
 - ☐ Professionalism
 - ☐ Preparation
 - ☐ Performance

Professional Experience Spreadsheet *(Required)*

- ☐ Spreadsheet documenting **100+ professional engagements (past 3–5 years)**
- ☐ Spreadsheet verifying **\$30,000+ annual income from emceeing (in at least 3 of last 5 years)**

SECTION 5: Submission Readiness

- ☐ All materials reviewed for quality and clarity
- ☐ Videos clearly showcase emcee leadership
- ☐ Documents reflect real-world event execution
- ☐ Testimonials are credible and specific

SECTION 6: Evaluation Process (Awareness)

- ☐ Understand application is reviewed by CEP Panel
- ☐ Familiar with Five E's evaluation framework
- ☐ Aware of **March certification decision timeline**