



NATIONAL SPEAKERS ASSOCIATION • 2027

CEP Application Checklist

Certified Emcee Professional™ — Use this checklist to verify your application is complete before submitting.



OPENS November 1, 2026

DEADLINE January 31, 2027

11:59 PM PST · Late submissions will not be accepted · CEPAdmin@nsaspeaker.org

Step 1 · Confirm Eligibility

PATHWAY 1 — VOLUME & CONSISTENCY

- ☐ **50+ engagements** in the past 5 years
In eligible roles: Emcee, Host, Facilitator, Moderator, Entertainer as Emcee
- ☐ **\$50,000+ income** from emceeing/hosting in at least 3 of the last 5 years

OR

PATHWAY 2 — MARKET EXCELLENCE

- ☐ **30+ engagements** in the past 5 years
In eligible roles: Emcee, Host, Facilitator, Moderator, Entertainer as Emcee
- ☐ **\$80,000+ income** from emceeing/hosting in at least 3 of the last 5 years

- ☐ **5+ years** of professional experience in event hosting, facilitation, or program leadership
- ☐ Each engagement had **50+ attendees**
- ☐ Attended **at least one NSA or GSF event** in the last 10 years
- ☐ **No ethics violations** in the past 10 years

Step 2 · Complete the Engagement Spreadsheet

- ☐ All qualifying engagements entered on the **CEP Spreadsheet tab**, most recent first
- ☐ "Count Toward CEP" column marked **Y** for all engagements you're counting toward your pathway
- ☐ Annual fee totals verified in the **Fee (\$)** column to confirm income thresholds are met
- ☐ Each engagement includes: event name, date, location, role, audience size, and fee
- ☐ Multi-day events counted separately by day where applicable

Step 5 · Pay Your Application Fee

NSA Members
\$375

Non-Members
\$988
Includes 1 year NSA Digital Vault access

Step 3 · Prepare Required Materials

- ☐ **Completed CEP application form**
- ☐ **Video portfolio:** 5–7 clips totaling a minimum of 20 minutes
Raw and unedited — no sizzle reels. Submit as individual links (Dropbox, Vimeo, YouTube, Google Drive, etc.)
Videos must be **no older than three years** at time of submission
- ☐ Videos demonstrate range across all **Five E's**: Eloquence, Enterprise, Ethics, Expertise, Engagement
- ☐ **3+ professional event documentation examples**
e.g., run-of-show, scripts, briefing materials, event programs
- ☐ **10–15 client evaluations** verifying professionalism, preparation, and performance
- ☐ **Income documentation** for your chosen pathway:
Pathway 1: \$50,000+/year from emceeing in at least 3 of the past 5 years
Pathway 2: \$80,000+/year from emceeing in at least 3 of the past 5 years
- ☐ **Completed CEP Engagement Spreadsheet** with all qualifying engagements documented

Step 4 · Double-Check Before Submitting

- ☐ Pathway selected (1 or 2) and eligibility confirmed for that pathway
- ☐ All video links tested and accessible (not password-protected)
- ☐ No video older than three years at time of submission
- ☐ Evaluator contact information ready — NSA will send you a SurveyMonkey link after fee is received; share it promptly
- ☐ Submitting before **January 31, 2027 at 11:59 PM PST**
- ☐ Contact information and email address up to date in NSA system

After You Apply · What Happens Next

- ☐ **Phase 1:** Application submitted and fee received
- ☐ **Phase 2:** CEP Review Panel evaluates your video clips against the Five E's rubric
- ☐ **Phase 3:** NSA Board of Directors final review and vote

Fees are non-refundable. Payment must be received before your application is processed.

 **Certification decisions issued in March**

- ☐ Fee paid and confirmation received from NSA
- ☐ SurveyMonkey link received and shared with evaluators promptly

Questions? Contact CEPAdmin@nsaspeaker.org · For complete program details, eligibility definitions, and role descriptions, refer to the *CEP Official Applicant Handbook 2027*. This checklist is a reference tool and does not replace the full handbook.