



ASSOCIATION OF BRIDAL CONSULTANTS
ACCREDITED WEDDING PLANNER™ and ACCREDITED WEDDING VENDOR™ APPLICATION
2024 Update

To apply for the designation of AWP/AWV, please submit the following documentation:

- Your previous points qualifications, **including validation of the first 50-74 points**. Do not send the documentation submitted to validate your previous points – only the validated points grid sheet. **Please note that you must achieve the designation of Professional to apply for Accredited.**
- Points Grid Sheet, dated 2024, for Accredited, including supporting documentation for new points. Please put current points in the “Apply to Accredited” column. This information is to be completed by the applicant – not the Director of Education. The Director uses the “Approved” column for validating points. Include all supporting documents for points submitted. If there is no supporting documentation, points will not be approved.
- One Letter of Recommendation from your State Manager or Country Coordinator, Master Wedding Planner or Master Wedding Vendor addressing your character and ABC involvement.
- Proof of Attendance for at least one World of Weddings Annual Conference within in the last four years.
- Two written essays – Respond in essay format – between 250 and 350 words -- to question number one (required) and one additional essay topic as specified below.
 - 1. What is the greatest value of your Association membership? (You agree to having your answer published on either the ABC website or “Wedding Planner Magazine”.)
 - 2. Discuss the biggest challenge encountered with one of your weddings within the last year and how you solved it.
 - 3. How do you prepare for and manage any unexpected crisis or challenge that may occur on the wedding day?
- Portfolio of ONE wedding that you have planned, coordinated, and executed in the past three years to include the following:
 - Your business card, professional handouts or any material from your business collateral
 - Copy of contract or agreement with client
 - Schedule of long-range planning AND wedding weekend itinerary
 - Two other examples of their items (i.e., invitation, program, menu card) for which you were responsible or helped client coordinate or design.
 - Six to ten professional photos of this wedding. (Photos need to be printed if submitting in a binder. Do not send electronically.)
 - Provide follow-up evaluations from the client and **two** vendor partners with whom you worked with on this wedding.
 - Your summary and evaluation of the event – the good, the challenges and why you selected this wedding.

UNDERSTANDING YOUR POINTS: Points are cumulative. The points you have earned at each designation will be added to the points you have acquired since the last designation. If you submit points that exceed the maximum number of points for each category, the excess points will not be counted. For example, if you had 25 points approved as a Professional and you submitted 20 points for Accredited, it totals 45 points. Your cumulative total would be 45 points in Education and the maximum number of points is 40. Therefore, the five additional points would not be counted.

Please note, however, under the Professional Industry Experience, it is a required for all Accredited applicants to submit proof for a minimum of ten weddings (half can be events) that you have been planned, coordinated or directed. These ten weddings and events must be submitted even if it surpasses the minimum in that category.

Also, please pay attention to the **minimum** number of points required in each category. If you do not submit the minimum points in each category, your binder may be returned.

REQUIREMENT -- You must attend at least one Annual Conference within four years prior to your application date. **YOUR SUBMISSION WILL NOT BE CONSIDERED IF YOU HAVE NOT ATTENDED ANNUAL CONFERENCE.**

DATES TO SUBMIT APPLICATIONS

Applications for the Accredited designation can be submitted between January 1 and November 30. Applications received after November 30 will not be reviewed until after January 1.

ASSEMBLING AND SUBMITTING YOUR SUBMISSION

Your application and submission can be submitted either by (1) mailing a completed binder to the Director of Education or (2) transmitting it in a digital format. The instructions for assembly will be the same.

BINDERS FOR MAILING:

- (1) Please package all required documentation, essays, and portfolio of wedding in one binder not more than two inches thick.
- (2) Include a cover page with your name, contact information, and mailing address.
- (3) Essays should follow the cover page.
- (4) Previous validated point sheets should be included next (without supporting documentation)
- (5) Accredited points grid with "Apply to Accredited" column completed with current points.
- (6) Supporting documentation should follow the grid and should be organized and labeled in the same order as the grid. For example, all education documentation should be under the Education labeled divider.
- (7) All materials for the wedding that you choose can be included in the binder and should be either in a separate portfolio or included as the last label and titled "Wedding."
- (8) Please include the application fee of \$125 or \$50 for reapplication fee. Payment should be made payable to The Association of Bridal Consultants – Education. If you need to make electronic payment, please call the Director of Education.
- (9) Your completed binder should be mailed to Shelby Tuck-Horton, ABC Director of Education, 3802 Cielo Vista Court, Bowie, Maryland 20721. Please include a pre-paid mailing label to have your binder shipped back to you.

FOR ASIAN AND LATIN AMERICAN SUBMISSION: All applications and submissions must be first reviewed and approved by Country Coordinator or LATAM Director of Education before sending to ABC Director of Education.

ELECTRONIC SUBMISSION:

All electronic submissions must follow the same guidelines for assembly as the binder. Each section should have a titled cover sheet with the documentation following. Please separate and title each category. For example, essays should follow the cover sheet entitled "Essays." Each section of the points grid should have a cover page which is followed by the designated section and documentation. For example, the cover page for Education would read "Education and Professional Development followed by the point grid for that section. The documentation, in the order listed on the grid, would follow.

The digital submission must be sent using a large file transfer software such as Dropbox. Please contact the Director of Education prior to sending your digital submission to confirm if the method of transmission that you are using is compatible with the software being used. You will also get a confirmation when your submission is received.

The Director of Education will notify you, via email, regarding the status of your submission. You will also receive your validated points grid via email.

Application fee must be received before review of submission. Payment can be either mailed to Shelby Tuck-Horton, ABC Director of Education, 3802 Cielo Vista Court, Bowie, Maryland or paid electronically. Please call Shelby Tuck-Horton at 301-306-0841 to arrange digital payment.

REAPPLICATION.

Please make every effort to follow the instructions and guidelines. If you have questions about the application process or guidelines, please call Shelby Tuck-Horton at 301-306-0842. If the guidelines and process is not followed or if you do not submit at least the minimum number of points in each category, unfortunately, your application may not be approved. However, you can reapply. The reapplication fee is \$50.

ACCREDITED CHECKLIST

- Professional Wedding Planner points grid (without supporting documentation)
- Accredited points grid using "Apply to Accredited" column and including only points that can be documented
- Binder/submission is organized either with titled labels (binder) or cover pages with documentation following
- Proof of Attendance for at least one Annual Conference
- Two written essays
- Letter of Recommendation from State Manager, Country Coordinator or Master Wedding Planner or Master Wedding Vendor
- Wedding Portfolio for one wedding that was planned, coordinated and executed within past three years
- Application fee of \$125 or reapplication of \$50 made payable to Association of Bridal Consultations – Education or paid digitally by calling Shelby Tuck-Horton at 301-306-0842.
- Pre-paid mailing labels for returning binder