



Accredited Wedding Planner™ Accredited Wedding Vendor™ Application

Applications for Accredited Wedding Planner™ or Accredited Wedding Vendor™ may be submitted at any time, but will not be reviewed between October 1 and November 15.

To apply for the designation of AWP/AWV, submit the following Package of Points

- Your previous points qualifications **including validation of the first 50 - 74 points by the Association Office**. Do not submit any old documentation, but do send the validated grid sheet. You must be Professional to apply for Accredited.
- **Points Grid Sheet** dated 2017 being submitted subsequent to PWP/PWV with new documentation for new points. **Make sure your documents are in a binder, divided by categories following the grid, organized and labeled in the same order as the grid.**
- One letter of Recommendation from your state manager or country coordinator, Master Wedding Planner™ or Master Wedding Vendor™ addressing your character and ABC involvement.
- Non-English applications should be sent to country coordinator for review.
- At least one certificate of completion for the Business of Brides annual conference. All certificates must be dated in the last four years.

The following essays and **Wedding Portfolio** will be combined with your points for a final determination. PLEASE package the following in a binder not more than two inches thick.

Respond in essay format to question Number One plus one of the remaining essay discussions in 250 to 350 words each.

1. What is the greatest value of the Association membership? (You agree to having your answer published on the ABC website or Newsletter or magazine.)
2. Contrast and compare the least expensive wedding you did in the last 12 months and the most expensive. Which wedding required your top skills?
3. Discuss the one biggest issue you encountered with a wedding in the last year and how you solved it.

Submit to the Director of Education a portfolio of **ONE** wedding you have planned, coordinated, and executed in the past three years. Tab dividers for each section would be most helpful. Materials to include are:

- Your business card, tear sheet of an ad, professional handouts (any of these from your business collateral)
 - Initial contact information, notes from your first meeting, welcoming e-mail, etc. for this one wedding
 - Contract or agreement with the client
 - Schedules of long range planning and wedding weekend itinerary
 - Provide two other examples of other items (invitations, décor, program) for which you were responsible or helped your client coordinate (if you do not do this please say you do not)
 - Provide at least 6 – 10 professional print photos of **this** wedding. Please do not send electronically.
 - Provide follow up print evaluations (note or checklist) from the client and two vendors with whom you worked.
 - Your summary and evaluation of the event – the good, the bad, and why you selected this wedding.
- If your package does not appear to meet the standards of Accredited Wedding Planner, you may reapply. The reapplication process will be restarted from the beginning. If you reapply, please mark your package Reapplication.
 - **Please be aware that you must have attended The Annual Conference at least one of the last four years.**

If this is your first application, send your binder and application fee of \$125, (or \$50 reapplication fee) to Shelby Tuck-Horton, 12138 Central Ave Ste 412, Mitchellville, MD 20721. Payments should be made payable to the Association of Bridal Consultants. e-mail: Shelby@ExquisiteExpressions.com

Your materials will be returned but cannot go to a PO box. Please provide a physical address to return.

Master Wedding Planner™ / Master Wedding Vendor™ Application

Applications will be accepted between February 1 and July 1 to be considered for that year.

You must be an Accredited Wedding Planner™ or Accredited Wedding Vendor for at least one year to apply for Master Wedding Planner™ or Master Wedding Vendor™. You must have attended Business of Brides Annual Conference at least twice in the last five years.

To be considered to present for MWP/MWV, submit the following package for review.

- Your previous points qualifications including validation of the first 75 + points by the Association Office & Director of Education. Do not submit any old documentation, but do send the validated grid sheets.
- **Make sure your documents are in a binder, divided by categories following the grid, organized and labeled in the same order as the grid.**

Send your updated **Points Binder** with NEW points qualifications to Shelby Tuck-Horton. Your Points Binder and documentation is packaged in no more than 3” thick binder, and will be returned to you. Non-English speaking International candidates please send everything to your country coordinator for review. All new points for consideration must be dated since your last validation. Once your Points Binder has been reviewed, you will be contacted by e-mail to confirm if you will do a presentation. You will receive your essay questions with the return of the binder. The points qualify you only for the interview process. ***Incomplete binders and fewer than 125 points will be returned and cannot present at Annual Conference.***

Finally, you must present a **Wedding (no other event is acceptable)** that you have planned, coordinated and serviced in the past two years as an AWP/AWV, that demonstrates your leadership and mastery to a panel at the Annual Conference. If applying for Master Wedding Planner, it must be a wedding in which you were the contracted Lead Planner and on-site coordinator. MWV candidates must be lead vendor on the wedding. Put the following documents of a Wedding Portfolio in a binder no more than 2” thick and ***BRING 3 Copies WITH YOU*** to Annual Conference where it will be reviewed by your panel. You must ***deliver the 3 portfolios for review before 3 pm on Saturday*** before the start of conference.

Materials for your **Wedding Portfolio** to include in a 2” loose leaf binder (as appropriate) (prepare 3 copies):

- Your answers to two essay questions
- A photocopy of your validated Points Sheet (including values accepted for AWP, AWV)
- Contract and agreement with the client including outline of services provided
- Budget for the wedding – Proposed and Actual
- Schedules – Long range time line and Wedding Day Schedule
- How you coordinated with Service Providers and Assistants (or other Vendors and assistants)
- Photos that help round out the portfolio
- Follow-up written evaluations from the client and twoservice providers with whom you worked
- Your evaluation of this event and how this Wedding demonstrates “Master” skill level

The Master Panel starts at 8 am the Sunday prior to the Business of Brides Annual Conference in November. You will be responsible for your travel to the panel and should plan to arrive on Saturday.

- If you need a translator please ensure that your person will be available any time on Sunday.
- If you wish to do a video or PowerPoint, please provide your own equipment. A story book with pictures (Snapfish, etc.) in triplicate will be effective. Keep in mind this is not a ***Review of a Wedding but how you mastered challenges.***
- Candidates will have 15 minutes to present their portfolios and personal information and Panel members will have 15 to 20 minutes to ask you questions about points, essays, portfolio, presentation or anything additional on a wedding related topic.
- Candidates will get feedback from the Panel on their presentation, however, the decision of the panel is final and may not be contested.
- If not selected the Candidate may re-apply after one year and will start the reapplication process over again as if for the first time. The fee to reapply is \$150 made to the Association of Bridal Consultants. Please mark your package REAPPLICATION.
- Your application fee of \$300 made payable to The Association of Bridal Consultants must be attached and is not refundable.
- Send **Points Binder and check** to Shelby Tuck-Horton, 12138 Central Ave Ste 412, Mitchellville, MD 20721
- e-mail: Shelby@ExquisiteExpressions.com Your materials cannot be returned to a PO box.
- Please provide a physical address to have them returned.

Member Name _____ E-Mail Address _____ Date _____



Member Number _____ Phone _____ Circle for: **AWP AWW or MWP**
MWV

Address _____ City _____ State _____ Zip _____

Points Assignment Checklist - Association of Bridal Consultants

25-49 CWP Certified Wedding Planner/Wedding Vendor 50-74 PWP Professional Wedding Planner/Wedding Vendor
 75-124 AWP Accredited Wedding Planner/Wedding Vendor 125& Above MWP Master Wedding Planner/Master Wedding Vendor

The first 50 up to 74 points must be validated by the Association office before application for Accredited

All points must be NEW & documented since the last designation. In green & blue columns just indicate the validated points & add copy of validated sheet.

2017 Update

To apply for Accredited you must be Professional first; for Master you must be an Accredited first

Education and Professional Development	Points allowed	Applied to PWP Validated by ABC Office	Applied to Accredited Minimum 15 Maximum 40	Approved AWP AWW Office Use Only	Apply to Master Minimum 25 Maximum 40	Approved MBC MWV Office use only
PWP –Planner’s Toolbox	3					
PWP – ProfessionalEtiquette	3					
PWP – Wedding Business Basics	3					
PWP – Wedding Etiquette	3					
PWP – Rehearsal to Reception	3					
PWP – Wedding Services	3					
PWP – Planning & Consulting	3					
Professional Wedding Planner Program PWP - Final With Projects	4					
PWP Distinguished Graduate Overall score of 94% or better for all courses with exams	1					
Weddings as a Business WAB	4					
Working From Home	2					
Penn Foster includes PWP, WAB and additional Modules: Learning Styles (1), Multimedia Marketing (1), Bridal Show Boothmanship (1)	25					
ABC Seminars 6-8 hours: including Cultural Horizons & Etiquette Revival; WOW; Expanding Horizons All	2 each seminar					
ABC Out of Country Seminars, FAM trips: (1) per full day attendance excluding arrival & departure	Up to 3 per trip					
ABC Annual Conference – Count in each column only the pertinent Conference – cannot reuse for another designation	6 per year attended		Must attend 1 of LAST 4 Years Points:		Must attend 2 of LAST 5 Years Points:	
ABC State or Regional Meeting:1 point per 6 hours of education (may accumulate several meetings) Documentation required as to length of educational presentation. Regional conference full day 2 points	1					

Education and Professional Development	Points allowed	Applied to PWP	Applied to Accredited Minimum 15 Maximum 40	Approved AWP/AWV Office Use Only	Apply to Master Minimum 25 Maximum 40	Approved MWP/MWV Office use only
Associate Degree – OR Bachelor’s Degree – OR Master’s Degree – OR Doctorate Degree	2 4 6 8			Highest Degree only is counted		
Other Wedding Certificate Programs (submit transcript of topics & grades) Including Ashworth, Sheffield, QC School, US Career Institute	5					
LWPI – CWEP Course	10					
Industry. Business related education 2 to 4 hour seminar Including WeddingMoon	.5					
Industry/Business related education 5-8 hour seminar	1					
Industry-related conference: Wedding MBA, NACE, WEVA, Engage, Special Event, BizBash ... etc.	1 per conference					
Additional university/college or Industry related course more than 8 hours- upon completing 4 yr. Degree	1 per course					
Approved Safety or Medical Course (First Aid or CPR)	.5			For AWP, MWP Must be current last 3 years		
Sandals Training – Full Attendance Required	1			Current Year Only		
ABC Webinar with essay. Completion certificate for proof	.5					
Education and Professional Development Totals						
Grand Total All Education						

Member Name _____ E-mail _____

Association of Bridal Consultants Validated Points Education

CWP/CWV _____ Date _____ PWP/PWV _____ Date _____

AWP/AWV _____ Date _____ MWP/MWV _____ Date _____ For new certification, add on top of already approved points with new points in the appropriate column and new documentation. The date above shows the cut-off for your last validated points – then new points apply to new designation. Nothing can be used twice.

Member Name _____ E-Mail Address _____ Date _____ Page 3
 Member Number _____ Phone _____ Circle for: **ABC AWP or MWP MWV**
 Address _____ City _____ State _____ Zip _____



Points Assignment Checklist - Association of Bridal Consultants

2017 Update

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To apply for Accredited you must be Professional first; for Master you must be an Accredited first

Professional Industry Experience	Points allowed	Applied to PWP Validated by office	Apply to Accredited Minimum 10; Maximum 30	Approved AWP; AWP Office Use Only	Apply to Master Minimum 20 Maximum 30	Approved MBC/MWV Office use only
Experience in Wedding Industry Valid license or 1099- as proof	1 per year					
Intern/Apprentice with recommendation from supervising ABC members	1 per wedding or event					
Coordinated, directed or serviced event (can use for vendor applications) Use this if your business model is entirely Coordination of Weddings not planning. MWP must also use next line for wedding	1 event			Minimum 10 coordinated weddings in last 3 years for DOC	DO NOT USE FOR MWP	
Planned, coordinated and directed as lead planner a wedding. Please note it does not qualify to be the "Wedding Planner" for the venue, catering sales, alterations lady, florist, photographer or DJ or any other wedding related vendor. Applicant is required to be the lead planner contracted by the client. Contract required for submission of proof- <i>Does not apply to future events</i>	1 per wedding			Minimum 10 weddings or events (half weddings) in last 3 years for planner Points:	Minimum 10 weddings (not Events) in last 3 years to apply for MWP Points:	
Professional Industry Experience TOTAL				Maximum 30		

If your totals exceed maximum for ABC/MBC then latest documentation will be used.

Association of Bridal Consultants Validated Points Professional Industry Experience

CWP/CWV _____ Date _____ PWP/PWV _____ Date _____

AWP/AWV _____ Date _____ MWP/MWV _____ Date _____

For new certification, add on top of already approved points with new points in the appropriate column and new documentation. The date above shows the cut-off for your last validated points – then new points apply to new designation. Nothing can be used twice –except the 10 weddings can be used for ABC and for the following designation there could be overlap.

Member Name _____ E-Mail Address _____ Date _____

Member Number _____ Phone _____ Circle for: **AWP** **AWV** or **MWPMWV**

Address _____ City _____ State _____ Zip _____



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Leadership & Participation	Points allowed	Applied to PWP ABC office validates	Applied AWP AWV Min10 Max 25	Approved AWP/MWV Office Use Only	Apply to Master Minimum 15 Maximum 25	Approved MWP/MWV Office Use Only
ABC Membership	2 per year					
State/Country Manager (max. 10 points) Attendance lists or verification of your work required	2 per year Maximum 10 points					
LNG Co-Director - Attendance lists or verification of your presence required. Max. 5 points	1 per year Maximum 5 points					
Mentor/Apprenticeship supervisor for ABC New member	1 per apprenticeship					
PWP/PWV Do not count the level you are requesting. Certificate from the Association with date is proof	2 Must have PWP/PWV to apply for AWP/AWV					
AWP/AWV Do not count the level you are requesting. Certificate from the Association with date is proof	4 Must Hold AWP/AWV to apply for MWP/MWV					
Other Industry related professional designation(CMP, CSEP, CSS, SWS (Sandals Weddingmoon Specialist), etc,	1 per current designation					
ABC Local Committee or ABC appointed position (Proof required)	1 year or project; 1 per local, 2/state; 4/ national per year				Current since last designation	Current since last designation
Leadership/Participation TOTAL						



Member Number _____ Phone _____ Circle for: **AWP AWW** or **MWP MWV**

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Professional Industry Contributions	Points allowed	Applied to PWP Valid by ABC office	Apply to Accredited Minimum 5 Max 25	Approved AWP/AWV Office Use Only Limitations Maximum 25	Apply to Master Minimum 10 Maximum 25	Approved Master Office Use Only
Published Article (author) in industry-related publication. Does not apply to blogs or self-published articles	1 per article					
"Featured Wedding" in National or Local publication	1 per wedding					
Contributed to wedding-related article	.5 per contribution					
University/college instructor of industry related course	1 per course					
Technical Editor or Editor for industry-related film, course or book	1 per course or genre					
Speaker at State ABC Meeting (45 minutes or more) – brochure can document	1 per speaking engagement				Must be Current in 3 years– can't reuse in more than one place	
Speaker at ABC Annual Conference (usually present more than one time) Brochure or lecture notes can document	2 per speaking engagement				Must be Current in last 5 years	
Industry or University guest speaker	1 per speaking engagement					
Industry panelist, moderator or roundtable leader	.25 per engagement					
Published industry-related book or media (author) Not self promotion marketing	5 per book or media					
Sponsored new ABC Member – limit 10 points	.5 per member					

Professional Industry Contributions	Points allowed	Applied to PWP validated By office	Applied to Accredited Limitations Minimum5	Approved AWP/AWV Office Use Only Limitations Maximum 25	Apply to Master Minimum 10	Approved MWP/MWV Limitations Maximum 25 Office Use Only
Published industry-related book or media (co-author)	2 per book or media					
Published industry-related book (contributor)	1 per book or media					
Industry-related training presentation, media or webinar (author)	2 per presentation					
Author or co-author of new ABC Seminar – or rework of old	5 per seminar					
Local Chairperson for Annual Conference	5 per conference			Could Use in Leadership Tab		
Core committee member local team for Annual Conference: Letter of recommendation from Chairperson required as proof and quality of help	2 per conference			Could Use in Leadership		
Teach college level class – 1-2 credit course – Wedding related	.5/course – limit 5					
Teach College level class -3 credit – wedding related	1/course – limit 6					
Professional Industry TOTAL						

Member Name _____ E-mail _____

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Association of Bridal Consultants Validated Points Professional Industry Contributions

CWP/CWV _____ Date _____ PWP/PWV _____ Date _____

AWP/AWV _____ Date _____ MWP/MWV _____ Date _____

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Member Name _____ e-mail _____

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Related Activities & "How do You Give Back"	Points allowed	Applied to PWP Validated by ABC office	Apply to Accredited Minimum 5	Approved AWP/AWV Office Use Only Limitations Maximum 25	Apply to Master Minimum 10	Approved MWP/MWV Office Use Only
Member in other industry professional organization (NACE, ISES, WEVA, ADJA, PPA)	1 per current membership			Current year only		
Officer or Board Member in industry-related professional organization	1 per term					
Industry Award – Miss Dorothy Scholarship, Miss Dorothy Heart, Esprit, Gala, Wed Style, etc., Wedding Planner Mag. Trendsetter	1 per award					
Community, Charity, Organization, Religious service project- Planner: Proof required	1 per project					
Community, Charity, Organization, Religious service project - Volunteer: Proof required per 8 hour event	.5 per day					
Community, Charity, Religious, Organization leadership role per year/term. This is on-going project not just one shot: Proof required	2 per year					
Related Activities TOTAL						

Association of Bridal Consultants Validated Points Related Activities

CWP/CWV _____ Date _____ PWP/PWV _____ Date _____

AWP/AWV _____ Date _____ MWP/MWV _____ Date _____

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