



# Application for Membership

We thank you for your interest in the American Association of Certified Wedding Planners (AACWP). In order to be considered for membership, please complete the application below and return it along with the \$160.00 membership fee and the \$15 application processing fee. The processing fee applies only to CWP and CMWP applications.

**AACWP**  
**c/o Membership Chairperson**  
**14902 Preston Road**  
**Suite 404.324**  
**Dallas, TX 75254**

(Please note that only fully completed applications will be considered.)

Please designate the category for application (refer to page 2 for descriptions):

- Trained Wedding Planner
- Certified Wedding Planner
- Certified Master Wedding Planner

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Highest Level of Education Completed (Graduated High School, Associate Degree, Baccalaureate Degree, Graduate Degree, Post Graduate Degree) \_\_\_\_\_

Previous Work Experience \_\_\_\_\_

Name of your wedding certification organization \_\_\_\_\_

Number of years experience as a Certified Wedding Planner \_\_\_\_\_

Please list other organizations in which you are a member. \_\_\_\_\_

The Applicant confirms that the information provided in the application is accurate and they wish to become a member of AACWP and will abide by the rules and code of ethics of this organization.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Descriptions of AACWP Levels of Certification

### **Trained Wedding Planner (TWP)**

Granted after successful completion of AACWP's Wedding Consulting Course or other Board approved certification course, payment of AACWP's membership fees and stated approval of AACWP's Code of Ethics and membership requirements

### **Certified Wedding Planner (CWP)**

1. Completion of AACWP's Wedding Consulting Course or other Board-approved wedding certification course. Please provide a copy of certification document.
2. Proof of full-service wedding planning of three (3) weddings within the last 24 months. Along with the completed attached forms below, proof will also require copies of a signed agreement between the planner and the bride, a wedding calendar or timeline for each event and verification of planning meetings with at least two vendors for each bride.
3. Supply copies of the following:
  - a. Two letters of referrals or appreciation notes from Brides whose weddings were within the last twelve (12) months.
  - b. Business license or Tax ID number
  - d. Evidence of advertising – please include postcard, brochure, magazine ad, etc.
  - e. Evidence of an account established with two national suppliers – Ducky Bob's, BBJ, etc.
4. If the applicant is a current TWP member and took the AACWP training course, he or she must have completed two mentorships with current CWPs or CMWPs of AACWP. Please include the evaluation forms from the two mentorships.

### **Certified Master Wedding Planner (CMWP)**

1. Meet the requirements of AACWP Certified Wedding Planner, as stated above.
2. Five years of membership with a professional wedding organization such as ACWC, JWI, AWP, WED. Please provide a statement specifying the organization and the years that you were a member.
3. Written recommendation from two (2) AACWP members. Please contact AACWP's membership chair for a listing of these members.
4. Presentation of a recent wedding (photographs and work papers). Please include with your application.
5. Successful completion of written examination. This will be schedule after receipt of your application.
6. Oral interview with a panel of AACWP members, to be completed at the time of the written examination.
7. Evidence of Board of Directors appointment for AACWP or another approved organization's Board of Directors. Please provide a statement specifying the organization and the years that you served on the Board.
8. Publication of a wedding-related story or advice in a book, news article or magazine. Please provide a copy of one of these documents.
9. Preparation and presentation of a wedding-related educational program. Please provide a copy of the presentation and the date and time of the presentation.



## Wedding Experiences\*

**Wedding #1— Date of Wedding:**

Description	Name	E-mail/Phone
Bride/Groom		
Ceremony Facility		
Reception Facility or Caterer		
Florist		
Photographer		
Entertainment		
Bakery		

**Wedding #2—Date of Wedding:**

Description	Name	E-mail/Phone
Bride/Groom		
Ceremony Facility		
Reception Facility or Caterer		
Florist		
Photographer		
Entertainment		
Bakery		



## Wedding Experiences Continued

**Wedding #3—Date of Wedding:**

Description	Name	E-mail/Phone
Bride/Groom		
Ceremony Facility		
Reception Facility or Caterer		
Florist		
Photographer		
Entertainment		
Bakery		

\*We will contact the bride and two listed vendors for references



## Code of Ethics – Approved November 16, 2006

As a member of AACWP it is my duty to:

1. Commit to personal conduct, professional behaviors and business practices that are ethical and legal.
2. Be truthful in all advertising.
3. Be honest with prospective clients about previous wedding experiences. Also, be accurate and document the expected fees and services to be rendered in a written agreement.
4. Commit to continuing education and sharing of ideas among AACWP members.
5. Avoid making false statements about other AACWP members or other wedding professionals.
6. Decline income from vendors that would influence vendor recommendations to clients. Instead, all endorsements will be based on the best interest of the client.
7. Work in a respectful manner with other wedding professionals, while providing leadership to the wedding team and advocacy for the client.