

To Access the Online CMAP Program

Before a Student Applicant may login, his/her chapter adviser must create the Student Application and then deliver to the Student Applicant the credentials needed to successfully login. If you are a Student Applicant and do not have credentials or do not know your credentials, please consult your local chapter adviser.

- 1) Go to www.fbla-pbl.org, point to Phi Beta Lambda, click on Career and Membership Achievement Program.
- 2) From the left side navigation links, click on CMAP Online.
- 3) Click on Show to the right of Student Login. Enter your login credentials given to you by your adviser.
- 4) This will log you in to the Student Application screen.
- 5) Students must go into each category, Service, Education, and Progress to choose the activities you wish to complete.
- 6) Once you have selected the activities, a To-Do list will be created for you. There is also a printable version located under the DOCS link.
- 7) As you complete each activity, go into the To-Do list and complete the requirements for that activity. Once you have completed an activity the status will change to complete.
- 8) When you have completed all activities, **notify your adviser**. The adviser **MUST** login and review that all activities and confirm completion of all items. Note: The adviser does not have to review or comment on any of your documents.

- 9) Once the adviser reviews that all activities have a status of complete, the adviser will submit the application. This last step must be completed in order for the application to be reviewed by the National Office.
- 10) Your adviser can check on the status of your application for the award. After the deadline, the National Office will review your application for completeness and issue the award after all items are verified.

CMAP Tips

Make sure that you save your files in one of the following file formats, as these are the only file formats that will be accepted by the National Office. If they cannot open your document, they cannot verify or grant your award. The maximum upload file size is 20 MBs. Large file may take some time to upload based on your connection's upload speed.

.txt	Text file
.doc	MS Word 97 file format
.pdf	Adobe Acrobat File
.rtf	Rich Text file
.xls	MS Excel 97 file format
.jpg	image file type
.gif	image file type
.bmp	image file type
.png	image file type
.zip	compressed zip file
.ppt	MS PowerPoint file
.pub	MS Publisher file

Deadline date for completion is March 1

CMAP

Career and Membership Achievement Program

DIRECTOR LEVEL



The Career and Membership Achievement Program (CMAP) is a comprehensive membership recognition program encompassing PBL projects, goals, and programs with special emphasis on career development and preparation for the world of work. The awards focus on the words surrounding the PBL Crest: Service, Education, and Progress.

Service Activities

Complete three (3) activities.

The first item is required.

Activity 1 (Required): Bring a friend who is a nonmember to a PBL local chapter meeting or activity. (Upload a scanned photo of you and your friend at the PBL.)

Activity 2: Participate in activities promoting your chapter (i.e., recruitment projects, chapter events, American Enterprise Day, or FBLA-PBL Week. (Complete the interactive report form and upload at least one.)

Activity 3: Participate as a member of your chapter's committee for the nationally sponsored Community Service Day during FBLA-PBL Week. (Upload a press release about your chapter's project, notes from one of the committee meetings you attended, and a picture of the event.)

Activity 4: Partner with another campus organization for a joint event. (Upload a photo and complete the interactive report form.)

Activity 5: Help another campus organization or a faculty member with administrative tasks. (Complete the interactive summary form.)

Activity 6: Participate in a local chapter membership induction, officer installation, or emblem ceremony. (Upload a news release which includes a photo of the event written in proper format.)

Activity 7: Assist your local chapter president with an activity. (Upload a 100-word description of the activity.)

Activity 8: Participate in an activity for the March of Dimes. (Upload a photo and complete the interactive March of Dimes report form.)

Education Activities

Complete three (3) activities.

The first activity is required.

Activity 1 (Required): Complete the Goal Setting Worksheet. (Complete the interactive worksheet.)

Activity 2: Select and interview a person who is currently employed in a job that interests you. (Complete the interactive interview form.)

Activity 3: Attend a job fair or career expo. (Upload a 100-word paper describing the experience and a business card from one of the businesses you networked with.)

Activity 4: In proper letter format and addressed to your local chapter adviser, describe your strengths and your weaknesses. Include how you plan to overcome your weaknesses. (Upload letter.)

Activity 5: Prepare a list of 15 interview questions. Include how you would respond to each question. (Upload questions and responses.)

Activity 6: Go to the PBL section of the National Web site. Click on Job Bank. Click on View Jobs. Click on a job that interests you. (Complete the interactive summary form.)

Activity 7: Complete the online Personality Test. (Upload a 100-word paper describing the results and what it means to you.)

Activity 8: Participate in a national program such as i-Safe, Junior Tours, NLC Internship, Stock Market Game, or Brainbench. (Complete the interactive summary form.)

Progress Activities

Complete four (4) activities.

The first three activities are required.

Activity 1 (Required): Attend three local chapter meetings. (Upload copies of the agenda from each meeting.)

Activity 2 (Required): Complete the PBL Internet Scavenger Hunt on the FBLA-PBL national Web site. (Complete the interactive form.)

Activity 3 (Required): Participate in Membership Madness. (Complete the interactive Membership Madness form.)

Activity 4: Write an article about your chapter's activities for your state newsletter or for the PBL Business Leader. (Upload a copy of the article.)

Activity 5: Prepare contact information for a possible guest speaker for a PBL meeting and write an introduction for this speaker. (Upload a copy of a letter inviting this speaker to your chapter and a copy of the speaker bio/introduction.)

Activity 6: Write a letter asking a business to donate money towards chapter activities. (Upload a copy of the letter.)

Activity 7: Make an electronic or PowerPoint presentation designed to recruit new PBL members. (Upload a copy of presentation.)

Activity 8: Attended your State Leadership Conference the previous year. (Upload a 100-word paper describing the events you participated in and the experience of the conference. Include one photo of yourself and your chapter members at the conference.)

Activity 9: Complete the online quiz about FBLA-PBL. (Complete the interactive form.)