

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 will login and review that all activities have a status of complete. 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 3 activities

Activity 1: Donate at least 10 hours of service to your local chapter adviser to help him/her with PBL activities.

Requirement(s): Adviser's Initials: _____

Activity 2: Create a brochure to promote your chapter, American Enterprise Day, or FBLA-PBL Week.

Requirement(s): Upload a copy of the brochure.

Activity 3: Participate in the nationally sponsored Community Service Day during FBLA-PBL Week.

Requirement(s): Upload a press release about your chapter's project. (See the Public Relations section of the Chapter Management Handbook for samples of a press release.)

Activity 4: Participate as a member of your chapter's community service project committee.

Requirement(s): Upload notes from one of the committee meetings that you attended.

Activity 5: Help another campus organization or a faculty member with administrative tasks.

Requirement(s): Organization/Person Name & Adviser's Initials: _____

Activity 6: Help conduct the Emblem Ceremony at a local or state chapter meeting or event.

Requirement(s): Adviser's Initials: _____

Education Activities

Complete 3 activities.

The first two are required.

Activity 7: Required. Complete the Goal Setting Worksheet.

Requirement(s): Download Worksheet from CMAP site, complete the interactive worksheet, and upload completed copy.

Activity 8: Required. Select and interview a person who is currently employed in a job that interests you.

Requirement(s): Download Interview form from CMAP site, complete the interactive interview form, and upload completed copy.

Activity 9: Attend a job fair or career expo.

Requirement(s): Upload a 100-word paper describing this and a business card from one of the businesses in which you networked.

Activity 10: 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.

Requirement(s): Upload a letter addressed to local chapter adviser.

Activity 11: Prepare a list of 15 interview questions.

Requirement(s): Document with interview questions and how you would respond to each question.

Activity 12: Go to Career Magazine at www.careermag.com and take the free personality test.

Requirement(s): Take the free test, print the results, scan into a valid file type (see CMAP tips) and upload your personality type document.

Progress Activities

Complete 4 activities.

The first two are required.

Activity 13: Required. Attend three local chapter meetings.

Requirement(s): Upload three agenda documents.

Activity 14: Required. Complete the PBL Internet Scavenger Hunt on the FBLA-PBL national Web site.

Requirement(s): Download the Scavenger Hunt document from the CMAP site, complete the form, and upload completed copy.

Activity 15: Write an article about your chapter's activities for your state newsletter or for the PBL Business Leader.

Requirement(s): This does not have to be published to count. Attach a copy of the press release. (See the Public Relations section of the Chapter Management Handbook for samples of a press release.)

Activity 16: Prepare contact information for a possible guest speaker for a PBL meeting and write an introduction for this speaker.

Requirement(s): Upload the document with this information.

Activity 17: Write a letter asking a business to donate money towards chapter activities.

Requirement(s): Upload a copy of the letter.

Activity 18: Make an electronic or PowerPoint presentation designed to recruit new PBL members.

Requirement(s): Upload an outline of the presentation AND copy of presentation.