

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.

To complete the President Level, you must first complete the Executive Level.

- 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

PRESIDENT 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 one is required.

Activity 1 (Required): Run for local, state, or national office or service as a campaign manager for an officer candidate. (Include a summary of what motivated you to join PBL, what PBL has done for you, and one quote that has inspired you, and explain why. Also include a candidate flyer or brochure.)

Activity 2: Help plan, organize, and complete a community service project for your chapter. (Complete the interactive Chapter Activity Report form.)

Activity 3: Help plan a recruitment drive for your local chapter or activities to celebrate American Enterprise Day or FBLA-PBL Week. (Complete the interactive Chapter Activity Report form.)

Activity 4: Help plan and participate in a holiday service project (e.g., food baskets for Thanksgiving, canned food drive, toy drive, Easter egg hunt, or adopt-a-family). (Complete the interactive Chapter Activity Report form.)

Activity 5: Work with the local historical society or the school publications department and prepare a brochure on the history of your community or your school. (Upload brochure.)

Activity 6: Volunteer to help with a school or campus project. (Write a 100-word description of the project.)

Activity 7: Assist your state or national president with an activity. (Write a 100-word description of the activity.)

Activity 8: Apply to be a member of the Regional Action Council. (Upload a copy of the application.)

Activity 9: Work with your Professional Division members to get them more involved with your local chapter. (Write a 100-word description of your efforts.)

Activity 10: Apply for the March of Dimes Grant. (Upload a copy of the grant application.)

Education Activities

Complete four (4) activities.

The first one is required.

Activity 1 (Required): Develop a career portfolio using some of the activities that you have worked on in this program. (See Portfolio Template online.)

Activity 2: Participate in a real job interview using your resume and cover letter. (Upload resume and cover letter.)

Activity 3: Participate in an internship or at least twenty (20) hours of job shadowing. (Write a 100-word description of this experience and upload at least two (2) scanned photos and a copy of the letter from the business.)

Activity 4: Write a follow-up thank you letter for the job interview that you participated in for this level award. (Upload a copy of the letter.)

Activity 5: Research the impact PBL has on members and write a letter to a government official about the benefits students receive from programs like ours. (Upload a copy of the letter.)

Activity 6: Create a podcast for the PBL Business Leader promoting the NLC, which will be held in Orlando, Florida. (Upload a copy of the podcast.)

Progress Activities

Complete five (5) activities.

The first two are required.

Activity 1 (Required): Complete the PBL International Travel Project. (Upload completed project. See instructions online under this activity.)

Activity 2 (Required): Secure a letter of recommendation from your local or state adviser on why you are deserving of the President Level. (Upload letter.)

Activity 3: Visit at least one school that does not have an active PBL chapter and meet with the dean or the business department and present the benefits of chartering a PBL chapter. (Upload a copy of a thank you letter to the dean that you sent following your meeting.)

Activity 4: Attend the previous year's NLC or Institute for Leaders. (Upload a 100-word summary about what you learned and include a scanned photo of yourself at the NLC or IFL.)

Activity 5: Draft a proclamation, public service announcement, or press release. (Upload a copy.)

Activity 6: Present a workshop at your State Leadership Conference or the National Leadership Conference. (Upload an outline of your workshop and a scanned copy of the program in which your workshop appeared.)

Activity 7: Recruit at least one Professional Division member for your chapter. (Upload name of member and contact information.)