

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 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

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 3 activities

The first one is required.

Activity 1: Required. Run for local, state, or national office.

Requirement(s): Download the application from the CMAP site, complete the interactive officer application form, and upload the file. In addition, upload a written copy of a 1-2 minute campaign speech and a campaign brochure.

Activity 2: Help plan, organize, and complete a community service project for your chapter.

Requirement(s): Complete the online 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.

Requirement(s): Complete the online interactive Chapter Activity Report form.

Activity 4: Help plan and participate in a holiday service project with food baskets for Thanksgiving, canned food drive, toy drive, Easter egg hunt, or adopt-a-family.

Requirement(s): Complete the online 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.

Requirement(s): Upload brochure file.

Activity 6: Volunteer to help with a school or campus project.

Requirement(s): Write a 100-word description of the project and upload the file.

Education Activities

Complete 4 activities.

The first three are required.

Activity 7: Required. Participate in a mock job interview using the resume and job application form that you developed for the Executive Level.

Requirement(s): Scan and upload completed Mock Job Interview Review Sheet and complete the Interview Evaluation Checklist. (both available to download at CMAP site)

Activity 8: Required. Develop a career portfolio using some of the activities that you have worked on in this program.

Requirement(s): Download the Portfolio Project Instruction Sheet from the CMAP site, complete the instructions, zip the files, and upload the zipped files.

Activity 9: Required. Participate in an internship or at least twenty (20) hours of job shadowing. Obtain a letter from the business verifying the completion of 20 hours.

Requirement(s): Write a 100-word description of this experience and upload the file. In addition, upload at least two (2) scanned photos and a copy of the letter from the business.

Activity 10: Write a follow-up thank you letter for the mock job interview that you participated in for this level award.

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

Activity 11: Participate in a national program such as the Stock Market Game, Junior Tours, or Economics for Leaders.

Requirement(s): Write a 100-word description of the benefits of the program that you participated in and upload the file.

Activity 12: Research the impact that organizations such as PBL have on members, and write a letter to a government official about the benefits students receive from programs like ours.

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

Progress Activities

Complete 5 activities.

The first two are required.

Activity 13: Required. Complete the PBL International Travel Project.

Requirement(s): Download the International PBL Travel Project instructions, package all required items into a zip file and upload the zip file.

Activity 14: Required. Secure a letter of recommendation from your local or state adviser on why you are deserving of the President Level.

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

Activity 15: 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.

Requirement(s): School: _____ Date: _____

Activity 16: Attend one of the National Fall Leadership Conferences or the previous year's NLC or Institute for Leaders.

Requirement(s): Upload a copy of the registration form or certificate of participation/graduation.

Activity 17: Draft a proclamation, public service announcement, and press release about American Enterprise Day. (see the CMAP site to download instructions from Chapter Mgmt. Handbook with samples.)

Requirement(s): Upload a copy of each.

Activity 18: Help prepare a local chapter directory containing adviser contacts, officer contact, and member contact information: addresses, phone numbers, e-mail, birthdays, and important meeting dates.

Requirement(s): Upload directory file.