



Certified Marina Professional Handbook.

Accreditation

Application

Reaccreditation

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Certified Marina Professional Accreditation

Overview Certified Marina Professional

CMPs represent non-operational managers who have demonstrated success in applying business or technical skills within a marina business and who share a desire for continual learning and development of the marina industry.

CMPs have one of the tightest professional networks in the world and regularly share tips and information with one another, ensuring that each is up to speed with the latest technologies, processes, and regulations within their chosen field. The knowledge a CMP receives through this network makes him/her a highly qualified, respected, and able marina professional.

The CMP qualification process assesses the following real-world abilities:

- Financial management.
- Sales and marketing management.
- Understand the regulatory obligations of the marina business.
- Successful bottom-line management.
- Evidence of high character and ethical standards.
- Project management and development capabilities.

The CMP designation provides a doorway to greater earnings potential and professional recognition. CMPs complete rigorous education and training developed by the national and international marina industry and must meet specific experience requirements.

CMP's are committed to continuous professional development and annual reaccreditation.

Benefits of becoming a CMP

Higher Earnings

Becoming a Certified Marina Professional (CMP) can greatly enhance your business opportunities and earning potential within the marina industry. With this prestigious qualification, you'll gain the skills to expand your professional network, engage more effectively with clients, and apply both business and technical expertise to your marina related business. Employers and clients increasingly value the CMP designation, as it demonstrates your commitment to industry excellence and can position you for higher-level roles or salary increases. The CMP accreditation strengthens your professional reputation and sets you apart as a leader in the marina industry.

Preferred Employment Opportunities

As a CMP, you position yourself as a highly sought-after candidate in the marina industry. Marina managers, owners, and other stakeholders are increasingly looking for qualified consultants and professionals to help manage, optimise, and grow their businesses. Holding the CMP qualification signals your deep expertise, up-to-date knowledge of industry standards, and commitment to excellence in marina industry. This designation not only makes you an attractive choice for employers, but also enhances your ability to secure consulting opportunities where your skills can directly impact marina operations, profitability, and long-term success. Whether overseeing day-to-day management or providing strategic insights, your CMP credentials set you apart as a trusted professional with the skills and knowledge to meet the evolving demands of the marina industry.

Networking opportunities and CM Meetings

As a CMP, you gain access to exclusive certified members’ meetings, offering valuable networking opportunities with fellow professionals. Engage in knowledge sharing, collaborate with like-minded individuals, and participate in professional development sessions tailored to the marina industry. These connections can enhance your career prospects and keep you at the forefront of industry trends.

Certified Marina Professional Application Process

CMP Application Requirements Checklist

To successfully apply to become a Certified Marina Professional, you must meet the following prerequisites. Note if you do not meet these prerequisites, you may be more suited to the Certified Marina Operator or Certified Marina Manager accreditations.

Criteria	Check
Minimum of 7 years managerial experience with the last five years up until the time of this application being within marina affiliated industries.	
Work within a marina operation including engineering, finance, design, marketing or senior manager. OR Work within a Marina Construction and Development Company, pontoon or Drystack.	
Led or involved in 4 marina industry projects within the last 7 years	
An active member of a marine related membership organisation.	
Has completed the Advanced Marina Management Course within two years of certification application.	

The Global Marina Institute reserves the right to grant special considerations and exemptions to the above criteria in exceptional circumstances.

Appointment of a Mentor

The mentor program serves as a valuable resource for individuals who have completed the Advanced Marina Management Course and are looking for guidance in their Certified Marina (CM) pathway. While participation is optional, having a mentor can offer significant benefits in navigating the application process and expanding professional networks.

The relevant industry body can assist in connecting Mentors and Mentees, although it is the responsibility of the Mentee to undertake this process.

Mentor Appointment Process

1. Eligibility

Graduates of the Advanced Marina Management Course are encouraged to connect with a mentor through their relevant association (MIA or BM). Mentors are typically selected based on their expertise, experience, CM status and location to best support the mentee's professional journey.

2. Mentor Selection

Mentors should have relevant industry knowledge to the CM pathway the mentee is looking to apply for. When seeking a mentor, mentees may consider factors such as:

- Industry experience and expertise
- Specialisation within marina management
- Availability for guidance and discussions

3. Mentor's Role

Mentors can provide valuable insights and support by:

- Offering guidance on the CM application process, including key requirements and deadlines.
- Introducing mentees to the broader CM network and industry professionals.
- Assisting with obtaining letters of reference.
- Sharing career experiences and best practices.

4. Mentee's Role

To make the most of the mentorship experience, mentees are encouraged to:

- Take initiative in engaging with their mentor.
- Clearly communicate their goals and expectations.
- Follow through on suggestions and tasks.
- Express appreciation for their mentor's time and expertise.

5. Duration of Mentorship

While mentorship support is flexible, most mentees find guidance helpful throughout the CM application process, typically lasting up to two years. Additional support may be available beyond this period based on individual needs.

CMP Application Process Explained

General Comments

- Where possible electronically fill out all forms and paperwork. Avoid submitting handwritten documentation.
- Answer all the questions completely and accurately, referring to this Handbook as you do so.
- Use the application checklist to ensure your application is complete. Your application cannot be fully processed, and you cannot be approved as a candidate until it is complete.
- Application forms and supporting documentation must be email to the relative associations staff.
 - o Marina Industries Association – education@marinas.net.au
 - o British Marine - training@britishmarine.co.uk

Application checklist

Use the below checklist to ensure you include all necessary documentation when submitting your CMP application.

- o Application Form
- o Business Organisation Chart
- o Industry Involvement Form
- o Letter of reference one – Past or present employer
- o Letter of reference two – An active Certified Member
- o Letter of reference three – A Marina Business Professional.
- o Letter of reference four – Any of the above
- o Current CV
- o Copy of AMM certificate
- o Application fee paid

Certified Marina Professional payment policy

After submitting your applications to the Marina Industries Association or British Marine, an invoice for a processing fee will be issued from the respective organisation. This fee must be paid within 28 business days of receiving the invoice; it is non-refundable and must be paid regardless of the outcome of the CMP application. The fee covers the administrative costs associated with submitting and processing the CMP application.

Refer to the relevant Associations fee structure for specific pricing as pricing is subject to change. Once you have paid the application fee you will also be required to pay the Certified Member Accreditation fee which is a yearly fee for all Certified Members.

Application form detailed explanation.

1. Biographical Information

Please complete this section with your contact details. It is important to include both your personal and professional contact details, this ensures, if in the case you move places of employment, we can still contact you.

2. Employment History

List the names and addresses of marinas and or businesses that you have been employed at in the last 10 years, list your current role first. You must outline the position held, duration and who your line manager was.

The Review Panel may request evidence of employment to verify experience and dates of employment listed in the application form. Evidence can be in the form of an employment contract, letter from past employers verifying employment or other documentation that can reasonably verify employment type and dates.

3. Marina/Marine Association Membership

To apply for CMP membership, you must be an active member of your local or regional marina association, such as the Marina Industries Association, British Marine or TYHA. This membership can be through your employer, or if your employer is not a member of MIA, British Marine or TYHA, you can obtain an individual membership. Individual memberships will be evaluated on a case-by-case basis.

You may also wish to mention any other civic and professional organisations you are involved in e.g. Superyacht Australia or The Coast Guard.

4. Education, training, and Professional Development

Please list any college, university, or professional qualification you have achieved, you **do not** need to submit copies of your certificates, although the review panel may request evidence verifying education, training and or professional development listed.

If you attended an Intermediate marina manager's course, please include the details required. You do not need to submit a copy of your certificate.

Please complete the details regarding the Advanced Marina Management Course you attended, you must include a photocopy of your certificate with your supporting documentation.

List any courses and or professional development sessions you have attended in the last five years. This could include Marina Conferences, seminars and workshops.

5. Industry Involvement form

The Industry Involvement Form is designed to highlight your individual role, responsibilities, and contributions to successful marina-related projects throughout your career. You should provide detailed information on at least four projects you've been involved in, demonstrating your ongoing involvement and expertise in the marina industry. These projects may span across multiple companies or positions you've held throughout your career.

For Each Project, Address the Following Items:

Role and Duties Undertaken:

Clearly outline your role in each project and the specific duties you were responsible for. This could include project management, design, construction, client liaison, budgeting, or any other specific tasks that contributed to the project's success.

Project Budget:

Provide details about the project's budget, including the overall financial scope, how the budget was managed, and any adjustments made throughout the project's lifecycle. If possible, include specific figures or ranges to give a clear sense of the financial scale.

Scope and Objectives of the Project:

Describe the project's scope, including the key deliverables and the project's overall goals. What were the objectives of the project, and how were they aligned with the needs of the marina or client? Highlight the main challenges the project aimed to address.

Involvement in Project Delivery:

Provide a detailed description of your involvement in the delivery phase of the project. How did you contribute to ensuring the project was delivered on time, within budget, and to the required quality standards? Describe any leadership, coordination, or problem-solving roles you took on during this phase.

Outcomes of the Project:

Reflect on the final outcomes of each project. Was it delivered successfully? Were the objectives met? What impact did the project have on the marina, its operations, or the broader community? This is a chance to showcase your contribution to the project's success, whether it involved improving marina facilities, increasing capacity, or enhancing operational efficiency.

Self-Reflection:

Reflect on what you learned from each project. What were your key takeaways or lessons learned? Were there any skills or insights you gained that enhanced your professional development in the marina industry? Consider any challenges or successes that shaped your growth.

Attach an Appendix for Supporting Documentation:

The appendix should contain all documents related to each project. Ensure that the documents are properly formatted, easy to navigate, and relevant to the information provided in the main sections of the form. Label each document clearly (e.g., "Project 1 - Budget Report" or "Project 2 - Client Testimonial"), and include a table of contents for easier navigation. Supporting documentation could include the following.

- Project plans
- Financial statements or budget reports
- Photos or diagrams of the completed project
- Client feedback or testimonials
- Any relevant certifications, awards, or recognition received for the project

6. References

Refer to Appendix for a reference template to send to referees.

To support your application, you need **four referees/letters of recommendations**

Note the following criteria for letters of reference:

- Members of the GMI steering Board and CM review panels cannot act as Referees
- Current employees and relatives cannot act as Referees.
- In total four letters of reference are required
- Letter of reference one – Past or present employer
- Letter of reference two – An active Certified Member
- Letter of reference three – A Marina Business Professional. A business associate from another marine related company, professional body from the marina industry, or if volunteer work is carried out from the charitable organisation. Note the Business Professional must be reasonably related to the Marina Industry they should be familiar with your character and capabilities over several years.
- Letter of reference four – Any of the above

If a referee does not meet the above criteria due to extenuating circumstances, the applicant may submit a request to the GMI for special consideration.

Please ask the Referee to directly email a copy to your relative association. Do not post a paper copy. Send a copy to your relevant association, as directed by your associations policies and procedures.

MIA – education@marinas.net.au

BM - training@britishmarine.co.uk

7. Other information

This information will be treated confidentially. If you answer yes to any of these, you must provide a written explanation on a separate sheet.

8. Supporting Documentation Explained

Application Form

The Application Form should be electronically completed and submitted to the relevant association as a PDF document.

Industry Involvement Form

The Industry Involvement Form should be electronically completed and submitted to the relevant association as a PDF document. This PDF should also include the appendix for supporting documentation. If any items in the appendix cannot be included in the PDF, they should be placed in clearly labelled shared folders using software compatible with the relevant association. Please check with the relevant association for guidance on the best way to share this information.

Organisation Chart

The organisational chart should clearly depict the structure of your business, with an emphasis on your role and position within it. To make this clear consider including your name next to your title. Keep the chart simple, easy to read, and visually accessible, ensuring that it's easy to identify your position in the hierarchy, along with the individuals above and below you.

Current CV

Include an up-to-date CV with your application, attached as a PDF document. This should be a professional reflection of your career to date, highlighting relevant skills, qualifications, and achievements that support your application.

Certified Marina Professional Re-Accreditation

Overview

The GMI continuing Professional Development Program (CPD) has been designed to encourage Certified Members to undertake professional development, so they maintain appropriate skills and learnings in management practises in the marina industry. It provides a structure that enables members to formally document the ways in which they manage and extend their professional skills and knowledge. At the same time, it also maintains the reputation and high standards of Certified Members Globally.

CMP Re-Accreditation Requirements

All Certified Members, except honorary CM's, are required to complete a minimum of 30 hours of professional development per year to retain their active status. Re-accreditation for the MIA will take place each year in January. Re-accreditation for British Marine will take place each year in April.

A certified Member must be actively employed in the industry to be re-accredited and an active member of a marine related membership organisation.

A CMP must be engaged in a marina industry related business.

A Certified Member cannot hold more than one active certification. For example, if a CMM becomes a CMP, they swap one active certification for the other.

GMI has the final right/decision in the re-accreditation of all Certified Members.

Special Circumstances

The Global Marina Institute reserves the right to grant special considerations and exemptions to the above criteria in exceptional circumstances. Special circumstances will be reviewed by representatives of the Global Marina Institute and must be submitted in writing to the relative association (MIA or BM).

Career Break Guidelines

If a CMP stops working in the Marina Industry, they have two years to either meet the criteria for another certification, re meet the CMP criteria or be classified as inactive. For example, a CMP who has stopped working in the marina industry prior to 1 July 2014 will have until 20 June 2016 to move to another certification if they meet the criteria, re meet the CMP criteria through re employment or be classified as an inactive CMP.

A Certified Marina Professional (CMP) who takes a career break must apply for a career break exemption through their relevant association. This application will be reviewed by the relevant managing association.

Certified members who are on a career break are exempt from having to pay their yearly accreditation fee and completing their CPD points for the extent of their approved career break.

A CMP can regain active status following a Career Break by:

- **Working in a Suitable Position:** The individual must work in a position that meets the certification criteria.
- **Meeting CPD Requirements:** They must fulfill the annual Continuing Professional Development (CPD) target hours for re-certification.
- **Accreditation fee is paid**

CPD Activities and Conditions

The CPD period is calculated over one calendar year.

CPD activities have been classified into structured learning, unstructured learning, private study and service to the marina industry. The scheme recognises a significant amount of learning is not only structured but achieved on the job with tasks such as preparing a submission for the extension of a marina or writing an environmental management plan. In addition, much learning is self-directed as reading industry journals or magazines.

If a certified member receives payment for services rendered to the Marina Industry, such as a presenter fee for delivering a course, that time will not be counted towards Continuing Professional Development (CPD) points. However, reasonable expenses incurred by the certified member—such as accommodation, meals, and transportation—are not classified as payment. If a presenter is reimbursed for expenses but does not receive explicit payment, then their service to the Marina Industry may be counted towards CPD points.

Minimum and maximum hour restrictions

Minimum Hours:

To encourage participation in MIA/BM structured learning activities (eg. MIA/BM courses and conferences) and giving back to marina industry (eg. Mentoring a CM application), certain CPD types have a requirement of minimum hours that must be accrued annually. These are highlighted in bold in the below table.

Maximum Hours:

To ensure certified members cannot maintain certification purely through unstructured learning and or private study, maximum hours have been stipulated to two CPD types as indicated in bold in the below table.

Double Hours:

To encourage Certified Members to contribute directly to MIA/BM activities (eg. Presenting to MIA/BM courses), activities relating directly to MIA/BM activities can be allocated double the number of hours.

Carrying over unused points:

Unused CPD hours can be carried over to the following year, but only for one year. If Certified Members do not have enough hours for re-accreditation in the current year, they can carry over a maximum of 15 hours from the previous year. However, these carried-over hours will only apply to the relevant CPD category. For example, if you have 10 hours of unstructured learning CPD from 2024, those 10 hours can only be applied to unstructured learning CPD points for 2025, not to service to the marina industry.

Honorary CM pathway

For Certified Marina Professionals who have accredited through the Honorary CM pathway the completion of a minimum of 30 hours of professional development per year is not required to retain their active status. These members are however encouraged to participate in Certified Member events and contribute to Marina Industry.

CPD Hours Description

CPD Type	Details	Evidence
Structured Learning:	On campus, online or distance courses, short courses, workshops, seminars, webinars, discussion groups, conferences, study tours, in-house training. Normally delivered by or facilitated by experts in the field. Minimum 10 hours	Enrolment or registration notices, emails outlining content of learning event and proving participation.
Unstructured Learning	Normal work activities that have extended your knowledge. E.g., drafting new emergency procedures or environmental management plan. Maximum 10 hours	New plans or procedures drafted by you with a signature from your manager verifying it is your work and newly created.
Private Study	Reading of books, magazines, manuals related to marinas, business and other relevant fields. Maximum 5 hours	Reading diary detailing date read, title, author and time spent
Service to the Marina Industry	<ul style="list-style-type: none"> - Serving in a volunteer capacity on boards and committees of MIA/BM or other boards and committees which advance the marina profession. - Mentoring a CMO/CMM/CMP applicant - Preparing and contribution to submissions on management and technical standards - Preparing and or delivering courses, conferences, workshops. - Contribution to public dialogue and advocacy <p>Double Hours for service to MIA/BM Minimum 5 hours</p>	<ul style="list-style-type: none"> - Emails evidencing involvement and hours spend in meetings - Record kept by MIA/BM - Emails and or documents evidencing involvement - Emails and or documents evidencing involvement including papers or material produced - Email and or documents evidencing involvement

Recording the CPD hours

All certified members, who are required to record CPD points, will be asked to keep a record of their CPD as per their relevant association’s guidelines.

Active CMP’s

All CMP’s who are successfully reaccredit will be listed as active on the GMI, Marina Industries Association, and British Marine websites and will be included in the circulation list for certified member meetings and events.

Inactive CMP's

Individuals who choose not to reaccredit will still retain their original certification but will be listed as inactive and will not be invited to certified member events or meetings.

To regain active status a CMP must be able to demonstrate they are

- **Working in a Suitable Position:** The individual must work in a position that meets the certification criteria.
- **Meet CPD Requirements:** They must fulfill the annual Continuing Professional Development (CPD) target hours for re-certification.
- **Annual accreditation fee and reactivation fee is paid.**

Audit Policy and Process

Certified Members may be audited annually. All Certified Members must retain evidence of personal development activities and submit this within 14 days if required. If satisfactory evidence cannot be provided within this period, the Certified Member will be classes as inactive and will need to follow the appropriate steps to reaccredit.

Appendix

Reference/Letter of Recommendation

Return this completed form to:

AUSTRALIA/ASIA: Industry Education Officer at education@marinas.net.au. DO NOT copy this letter to the applicant.

Applicant Name	
Address	
<p>To the individual completing this Recommendation letter:</p> <p>The person named above has applied for candidacy as a CERTIFIED MARINA PROFESSIONAL with the Global Marina Institute and has asked you for a recommendation.</p> <p>Please answer the questions below in as specific and candid a manner as possible within seven days.</p> <p>When complete, mail this letter to the address above</p> <p>Completing this recommendation is a qualified privilege which attaches and absolves you and the Institute of liability, provided your communication is made in good faith and is limited to the issue at hand.</p> <p>You can be assured that your answers are confidential, and the applicant will not have access to this letter</p>	
Name of Person Completing This Form	
Position/Title	Employer
Address	
Telephone Number	
<p>Are you:</p> <p><input type="checkbox"/> a CERTIFIED MARINA PROFESSIONAL?</p> <p><input type="checkbox"/> an employer or former employer of the applicant?</p> <p><input type="checkbox"/> other (explain relationship at right, please)</p>	
My relationship with the applicant is:	

How long have you known the applicant?

Under what circumstances have you known the applicant?

Describe the applicant's moral character, integrity, and sincerity of commitment to marina management as a profession?

Please give specific examples, below, where you describe the individual's character and fitness for the CMM award

If you are a current or former employer, how do you rate the applicant's ability as a marina manager?

Do you have any reservations about recommending this person for CMP designation?

Additional Comments:

NOTE: Letters of reference for candidates for the CMP designation are VERY important to the selection process. Please give specific information, examples and reasons for your endorsement, or reservations about this candidate. If the information is not complete, the MIA will need to request further information about the candidate from you.

I ___ can, ___ cannot, recommend this applicant for CMP candidacy.

Date:

Signature: