

Apply External Awarded Certification Credit



Association of Canadian Travel Agencies (ACTA) CTC

1 Click "Apply external awarded Certification Credit Requirement credits"

A screenshot of a web application interface for CLIA certification. On the left is a vertical sidebar with various icons. The main content area has a header "to complete" with a progress bar. Below this is a section titled "Credit Requirements" which includes a message: "Please press the 'more information' button in the bottom right corner. One Hundred Thirty (130) credits received for any combination of the following:". A list of requirements follows, with the first item being "Successful completion of Core Studies (45 credits each or 50 credits for all three)". Below the list is a progress bar for "Certification Credit Requirement (126 of 130)" showing 97% completion. An orange circle highlights a button labeled "+ Apply external awarded Certification Credit Requirement credits". Below the progress bar is a search bar with the text "Search for relevant learning activities". The next section is titled "Ship Inspections" with a sub-header "1 items". It includes a message: "Please press the 'more information' button in the bottom right corner. Three (3) Live or Virtual Ship Inspection:". A list of requirements follows, with the first item being "Must be a Live Ship Inspection or CLIA provided Virtual Ship Inspection". Below the list is a progress bar for "Ship Inspection" showing 0% completion.

2 Click the "Type Here To Choose" field.

Untitled Create

General Details

Specify General Properties for this External Training

Select from the following list to help you quickly create your training activity.
If none are applicable - you are still free to enter all the relevant data yourself.

Type Here To Choose

* Title ?

* Date Completed ?

Expiry Date ?

Vendor ?

B I U [List Bulleted] [List Numbered] [List Indented] [Link] [Unlink]

3 Type "ACTA"

CLIA Madison UK Test MU

General Details

Specify General Properties for this External Training

Select from the following list to help you quickly create your training activity.
If none are applicable - you are still free to enter all the relevant data yourself.

Association of Canadian Travel Agencies (ACTA) CTC

[Reset](#)

* Title ?

* Date Completed ?

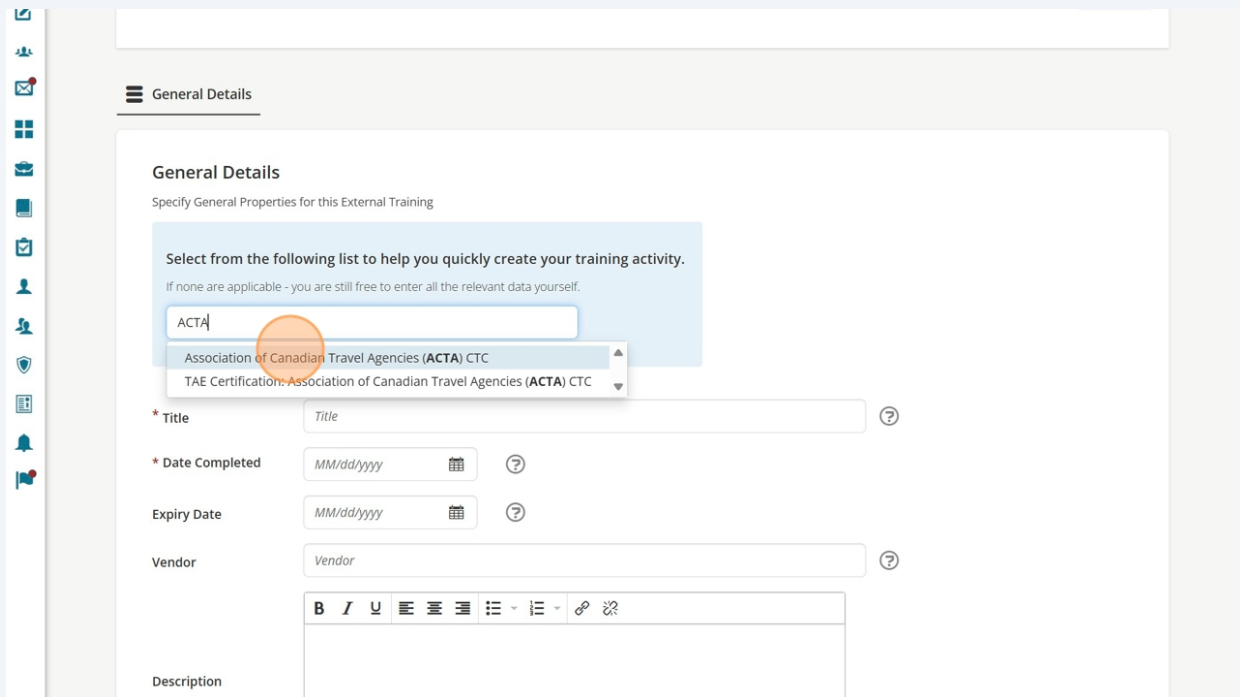
Expiry Date ?

Vendor ?

Description
Congratulations on your Achievement of Association of Canadian Travel Agencies (ACTA) CTC designation! As a reminder, this event is worth 10 credits towards your certification. All you need to do is enter the date you attended! Ignore the Credits and Attachments sections and hit "Create."
Once your training is reviewed and approved by a CLIA Team Member, the credits will appear in your certification path.

4

Click "Association of Canadian Travel Agencies (ACTA) CTC." If you are applying this for a TAE Certification, you can select that one.



General Details
Specify General Properties for this External Training

Select from the following list to help you quickly create your training activity.
If none are applicable - you are still free to enter all the relevant data yourself.

ACTA

- Association of Canadian Travel Agencies (ACTA) CTC
- TAE Certification: Association of Canadian Travel Agencies (ACTA) CTC

* Title

* Date Completed

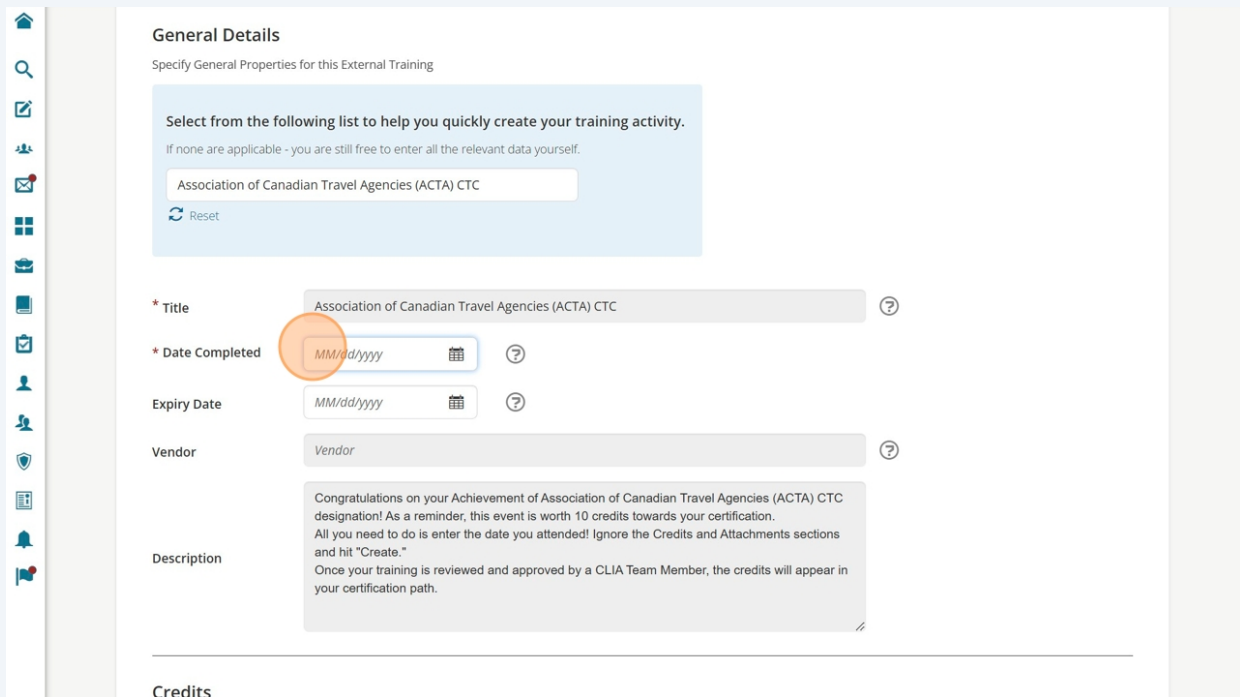
Expiry Date

Vendor

Description

5

Click the "Date Completed" field.



General Details
Specify General Properties for this External Training

Select from the following list to help you quickly create your training activity.
If none are applicable - you are still free to enter all the relevant data yourself.

Association of Canadian Travel Agencies (ACTA) CTC

[Reset](#)

* Title

* Date Completed

Expiry Date

Vendor

Description

Congratulations on your Achievement of Association of Canadian Travel Agencies (ACTA) CTC designation! As a reminder, this event is worth 10 credits towards your certification. All you need to do is enter the date you attended! Ignore the Credits and Attachments sections and hit "Create."
Once your training is reviewed and approved by a CLIA Team Member, the credits will appear in your certification path.

Credits

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Enter today's date. This will ensure that the activity is applied towards your current certification path.

CLIR Madison UK Test

* Title: Association of Canadian Travel Agencies (ACTA) CTC

* Date Completed: 12/20/2025

Expiry Date: MM/dd/yyyy

Vendor: Vendor

Description:

Congratulations on your Achievement of Association of Canadian Travel Agencies (ACTA) CTC designation! As a reminder, this event is worth 10 credits towards your certification.

All you need to do is enter the date you attended! Ignore the Credits and Attachments sections and hit "Create."

Once your training is reviewed and approved by a CLIA Team Member, the credits will appear in your certification path.

Credits

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	10.00	Remove

Type: Type Here To Choose

7

Ignore the entire 'Credits' section. Do not add or remove anything.

Expiry Date: MM/dd/yyyy

Vendor: Vendor

Description:

Congratulations on your Achievement of Association of Canadian Travel Agencies (ACTA) CTC designation! As a reminder, this event is worth 10 credits towards your certification.

All you need to do is enter the date you attended! Ignore the Credits and Attachments sections and hit "Create."

Once your training is reviewed and approved by a CLIA Team Member, the credits will appear in your certification path.

Credits

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	10.00	Remove

Type: Type Here To Choose

Amount: Amount

Add Credit

Attachments

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Click the "Attachments" field and upload your supporting documents. Be sure they include the actual completion date.

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	10.00	Remove

Type

Amount ?

Attachments

Attachments 0

☐ ATTACHMENT

None

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Click 'Create.' This will submit your training. Once approved by a member of the CLIA Staff, it will be marked as complete.

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	10.00	Remove

Type

Amount ?

Attachments

Attachments 0

☐ ATTACHMENT

None