

Apply External Awarded Certification Credit



CLIA Course

1 Click "Apply external awarded Certification Credit Requirement credits"

The screenshot shows a web interface for a CLIA course. On the left is a vertical sidebar with various icons. The main content area has a light gray background. At the top, there are instructions for adding external awarded certification credit requirements. Below this, a progress bar shows 'Certification Credit Requirement (126 of 130)' with a 97% completion rate. A blue button labeled '+ Apply external awarded Certification Credit Requirement credits' is highlighted with an orange circle. Below the button is a search bar with the placeholder text 'Search for relevant learning activities'. Further down, a section titled 'Ship Inspections' (with a '1 items' tag) contains a blue box with the instruction 'Please press the "more information" button in the bottom right corner.' Below this, it lists 'Three (3) Live or Virtual Ship Inspection:' with two bullet points: 'Must be a Live Ship Inspection or CLIA provided Virtual Ship Inspection' and 'Must be CLIA Global Cruise Line Member'. A 'more information' link is at the bottom right of this section.

2 Click the "Type Here To Choose" field.

The screenshot shows the 'General Details' section of a form for creating an external training activity. The title is 'CLIA North America Cruise360'. The 'Date Completed' is set to '12/20/2025'. The 'Expiry Date' is set to 'MM/dd/yyyy'. The 'Vendor' is 'CLIA North America Cruise360'. The 'Description' field contains text about attending the CLIA Cruise360 Conference and earning 40 credits. The 'Type Here To Choose' field is highlighted with an orange circle.

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: CLIA North America Cruise360

* Date Completed: 12/20/2025

Expiry Date: MM/dd/yyyy

Vendor: CLIA North America Cruise360

Description: Thanks for attending the CLIA Cruise360 Conference! As a reminder, this event is worth 40 credits towards your certification. Attendance at CLIA's Cruise360 Conference can only be used once per certification level. If you have attended

3 Click "CLIA Course- North America"

The screenshot shows the 'General Details' section of the form with the dropdown menu open. The 'Type Here To Choose' field is highlighted with an orange circle, and the dropdown menu is open, showing a list of training activities. 'CLIA Course- North America' is selected and highlighted with an orange circle. The 'Description' field contains text about attending the CLIA Cruise360 Conference and earning 40 credits.

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

- Travel Institute's CTC
- Association of Canadian Travel Agencies (ACTA) CTC
- CLIA Course- North America
- CLIA Live Learning or Virtual Learning Event- North America
- CLIA North America Cruise360
- Cruise 360 Certificate North America
- Cruise Experience - minimum 3 nights
- Cruise Inspired Blog
- Cruise Proof- AU
- Industry Partner Training
- MCC Case Studies
- Personal Cruise Experience- CLIA North America

* Title: CLIA North America Cruise360

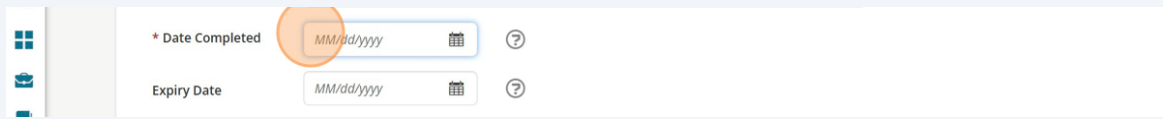
* Date Completed: 12/20/2025

Expiry Date: MM/dd/yyyy

Vendor: CLIA North America Cruise360

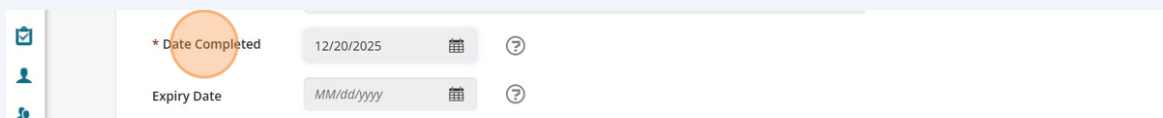
Description: Thanks for attending the CLIA Cruise360 Conference! As a reminder, this event is worth 40 credits towards your certification. Attendance at CLIA's Cruise360 Conference can only be used once per certification level. If you have attended Cruise360 multiple times, you must use a different year for other certification levels. All you need to do is enter the date you attended! Ignore the Credits and

4 Click the "Date Completed" field.



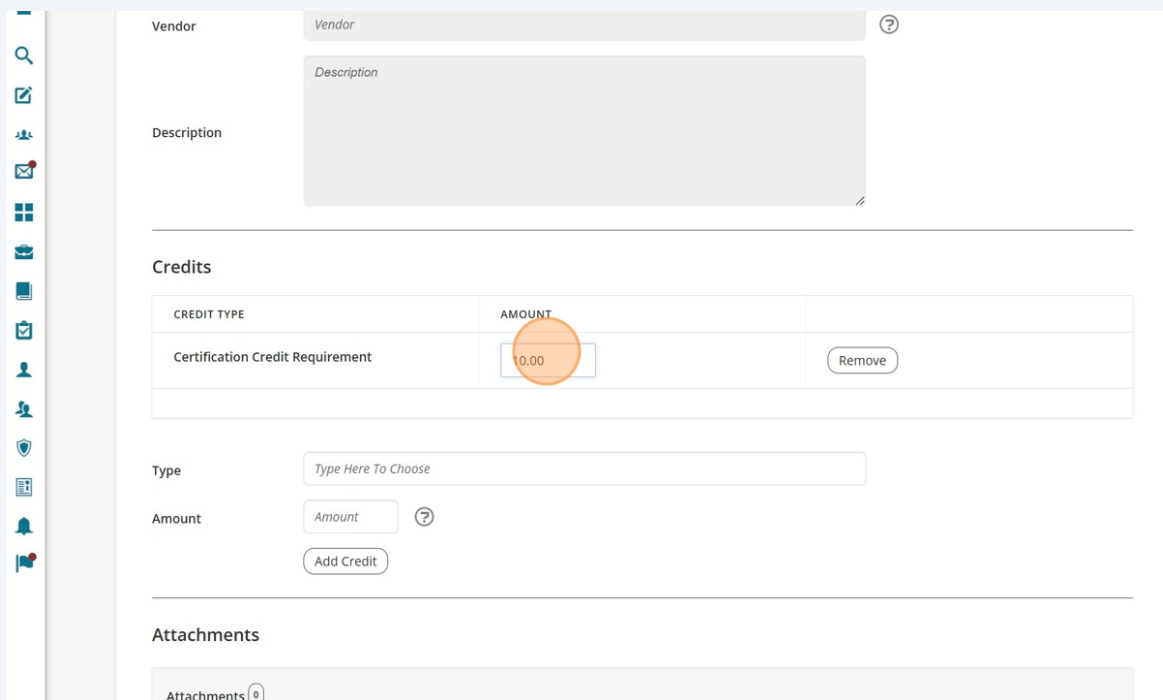
A screenshot of a form with a sidebar on the left containing icons for various functions. The form has two fields: '* Date Completed' and 'Expiry Date'. Both fields have a placeholder 'MM/dd/yyyy' and a calendar icon. The '* Date Completed' field is highlighted with an orange circle, and a blue border is around the calendar icon.

5 Enter today's date. This will ensure your completed course is applied to your current certification path.



A screenshot of the same form as in step 4. The '* Date Completed' field now contains the date '12/20/2025'. The field is highlighted with an orange circle.

6 You can ignore the 'Credits' section. Do not add or remove anything.



A screenshot of a form with a sidebar on the left. The form has several sections: 'Vendor' with a dropdown and a description box; 'Credits' with a table; 'Type' with a dropdown; 'Amount' with a dropdown and an 'Add Credit' button; and 'Attachments' with a dropdown. The 'Credits' section is highlighted with an orange circle.

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	10.00	Remove

7 Click the "Attachments" field.

The screenshot shows a form with a table at the top. The table has two columns: 'CREDIT TYPE' and 'AMOUNT'. The first row contains 'Certification Credit Requirement' and '10.00'. A 'Remove' button is to the right of the 'AMOUNT' field. Below the table, there are input fields for 'Type' (with placeholder text 'Type Here To Choose') and 'Amount' (with placeholder text 'Amount' and a question mark icon). An 'Add Credit' button is below the 'Amount' field. The 'Attachments' section is below a horizontal line. It has a header 'Attachments 0' and a table with one row containing a checkbox and the text 'ATTACHMENT'. Below this table is a 'None' label and a 'Select File...' button. A blue circle highlights the 'Select File...' button. At the bottom right, there is a 'Create' button and a blue circular button with an upward arrow.

CREDIT TYPE	AMOUNT
Certification Credit Requirement	10.00

Type:

Amount: ?

Attachments

Attachments 0
☐ ATTACHMENT

None

8 Upload which CLIA Course you would like to apply to this section.

The screenshot shows the same form as in step 7, but with a blue circle highlighting the 'Attachments 0' header. The 'Select File...' button is also visible. The 'Create' button and the blue circular button with an upward arrow are at the bottom right.

Type:

Amount: ?

Attachments

Attachments 0
☐ ATTACHMENT

None

9

Click this button to submit your External Training Submission. A CLIA staff member will verify your completion, and it will be marked as complete.

The screenshot shows a web interface for submitting an external training submission. On the left is a vertical sidebar with various icons. The main content area contains a form with the following sections:

- Credit Table:** A table with two columns: "CREDIT TYPE" and "AMOUNT". It contains one row: "Certification Credit Requirement" with an amount of "40.00". A "Remove" button is located to the right of the amount.
- Type:** A label followed by a text input field containing the placeholder text "Type Here To Choose".
- Amount:** A label followed by a text input field containing the placeholder text "Amount" and a help icon (a question mark in a circle). Below this is an "Add Credit" button.
- Attachments:** A section header followed by a box containing:
 - A header "Attachments 0".
 - A table with one column "ATTACHMENT" and one row with a checkbox and the text "None".
 - A "Select File..." button.
- Create Button:** A blue button with the text "Create" is located at the bottom right of the form area.