

Apply External Awarded Certification Credit



Achievement of the Travel Institute's CTA designation

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 box stating "Please press the 'more information' button in the bottom right corner." and "One Hundred Thirty (130) credits received for any combination of the following:". A list item "Successful completion of Core Studies (45 credits each or 50 credits for all three)" is shown with a "more information" link. A progress bar for "Certification Credit Requirement (126 of 130)" is at 97%. An orange circle highlights the button "Apply external awarded Certification Credit Requirement credits". Below this is a "Search for relevant learning activities" button. The next section is "Ship Inspections" with a "1 items" tag. It includes another message box and a list item "Three (3) Live or Virtual Ship Inspection:" with sub-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 also present.

2 Click the "Type Here To Choose" field.

The screenshot shows a web interface for creating external training. At the top, there's a header bar with 'Untitled' and a 'Create' button. Below it, a sidebar contains various icons. The main content area is titled 'General Details' and includes a sub-header 'Specify General Properties for this External Training'. A light blue box contains the instruction: '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.' Below this is a text input field labeled 'Type Here To Choose', which is highlighted with an orange circle. Further down, there are form fields for 'Title', 'Date Completed', 'Expiry Date', and 'Vendor', each with a placeholder and a help icon. At the bottom, there's a rich text editor with various formatting options.

3 Click "Travel Institute's CTC"

This screenshot shows the same 'General Details' form as the previous one, but with the dropdown menu open. The dropdown menu is positioned over the 'Type Here To Choose' field and lists several training activities. The first item, 'Travel Institute's CTC', is highlighted with an orange circle. The other items in the list are: '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', and 'Personal Cruise Experience- CLIA North America'. The background form fields are partially visible behind the dropdown.

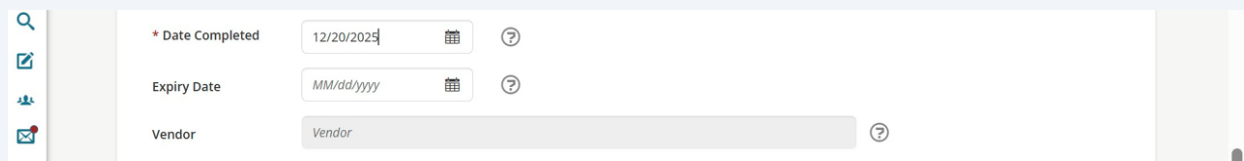
4 Click the "Date Completed" field.



The screenshot shows a form with the following fields:

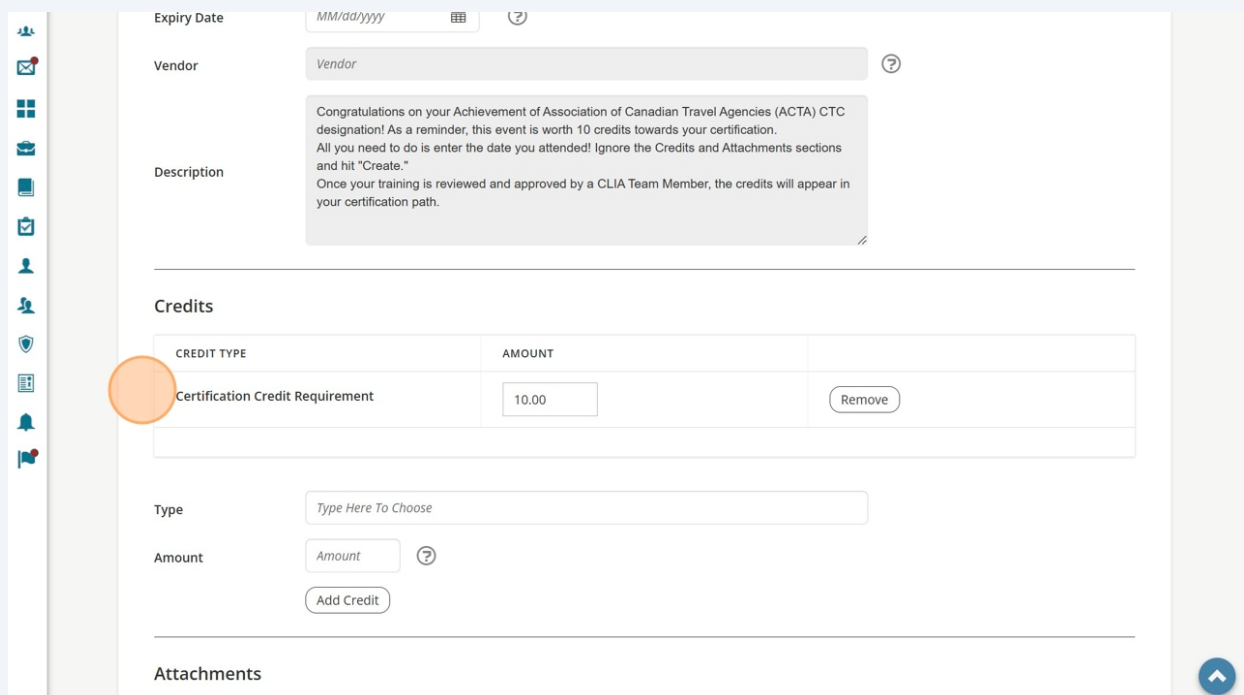
- * Title: Association of Canadian Travel Agencies (ACTA) CTC
- * Date Completed: MM/dd/yyyy (highlighted with an orange circle)
- Expiry Date: MM/dd/yyyy
- Vendor: Vendor

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



The screenshot shows the form with the 'Date Completed' field now containing the date 12/20/2025.

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



The screenshot shows the form with the 'Credits' section. A message box is displayed above the 'Credits' table:

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.

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	10.00	Remove

The 'Remove' button is highlighted with an orange circle.

Below the table, there are fields for 'Type' (Type Here To Choose), 'Amount' (Amount), and an 'Add Credit' button.

At the bottom, there is an 'Attachments' section.

7

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

8

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