

Apply External Awarded Certification Credit



Live/Virtual Learning

1 Click "Apply external awarded Certification Credit Requirement credits"

A screenshot of a web application interface for CLIA. The interface is divided into several sections. At the top, there are instructions for adding information to the 'Description' field and entering credits. Below this, a progress bar shows 'Certification Credit Requirement (126 of 130)' with a 97% completion rate. A button labeled 'Apply external awarded Certification Credit Requirement credits' is highlighted with an orange circle. Below the progress bar is a search bar with the text 'Search for relevant learning activities'. The bottom section is titled 'Ship Inspections' and contains a list of items, with a 'more information' button highlighted in the bottom right corner.

6. (Optional) Add more information in the **Description** field if needed.

7. **Enter your credits**
Under the **Credits** section:

- In the "**Type**" field, select:
Certification Credit Requirement
- Enter the number of credits (CLIA will verify this).
- For **CLIA Certification Programs**, enter 50 for the number of credits.
- Click "**Add Credit**"

8. Upload your proof of completion. [less information](#)

Certification Credit Requirement (126 of 130) 97%

[+ Apply external awarded Certification Credit Requirement credits](#)

Ship Inspections

1 items

Please press the "more information" button in the bottom right corner.

Three (3) Live or Virtual Ship Inspection:

- Must be a Live Ship Inspection or CLIA provided Virtual Ship Inspection
- Must be CLIA Global Cruise Line Member

[more information](#)

2

Create

General Details

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

Title?

* Date Completed

MM/dd/yyyy ?

Expiry Date

MM/dd/yyyy ?

Vendor

Vendor ?

B I U [list icons] [link icon]

3

General Details

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
- Ex Cruise Inspired Blog
- Ve Cruise Proof- AU
- Industry Partner Training
- MCC Case Studies
- Personal Cruise Experience- CLIA North America

Description

4 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.

CLIA Live Learning or Virtual Learning Event- North America

Reset

* Title: CLIA Live Learning or Virtual Learning Event- North America

* Date Completed: MM/dd/yyyy

Expiry Date: MM/dd/yyyy

Vendor: CLIA North America

Description: Thanks for attending a CLIA Live Learning or Virtual Learning Event! As a reminder, this event is worth 30 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

5 Enter today's date to ensure your activity applies towards your current certification path.

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.

CLIA Live Learning or Virtual Learning Event- North America

Reset

* Title: CLIA Live Learning or Virtual Learning Event- North America

* Date Completed: 12/20/2025

Expiry Date: MM/dd/yyyy

Vendor: CLIA North America

Description: Thanks for attending a CLIA Live Learning or Virtual Learning Event! As a reminder, this event is worth 30 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

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

Thanks for attending a CLIA Live Learning or Virtual Learning Event! As a reminder, this event is worth 30 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.

Description

Credits

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	30.00	<button>Remove</button>

Type

Amount ?

Add Credit

Attachments

Attachments 0

7 Click the "Attachments" field. You can add proof of the activity you would like to add towards your certification path.

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	30.00	<button>Remove</button>

Type

Amount ?

Add Credit

Attachments

Attachments 0

☐ ATTACHMENT

None

Select File...

Create

↑

8

Click this button to submit your External Training Submission.

The form is titled 'External Training Submission'. It contains the following sections:

- Credit Requirements Table:**

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	40.00	<button>Remove</button>
- Type:** A text input field with the placeholder 'Type Here To Choose'.
- Amount:** A text input field with the placeholder 'Amount' and a help icon (?). Below it is an **Add Credit** button.
- Attachments:** A section titled 'Attachments 0' containing a table with one row:

ATTACHMENT
None

 Below the table is a **Select File...** button.
- Create Button:** A blue button with the text 'Create' is located at the bottom right of the form.