



Certified Travel Manager

Steps to becoming a CTM

Advance your travel career & lead your agency to success!

Travel Manager Certification

Affirms your commitment to the industry

Sets an example of achievement

Identifies you as a decision-maker

Identifies your career path

Travel Manager certification validates competencies essential to quality management practice in today's workplace.

Travel Manager Certification is a three part process:

1. Enroll for Certification – please complete and submit the attached form

Once enrolled you have 6 months to complete all steps

2. Pass the online Travel Manager Knowledge Exam

125 Multiple choice questions

3. Complete Performance Evaluation

Performance Evaluation

- i. Provide proof of recent applicable work experience (5 years) with a minimum of 2 years supervisory/managerial experience
- ii. Self Review Checklist of Skills
- iii. Submission of two case studies (Case Study Booklet to be provided upon enrollment)
- iv. Quick final phone interview with ACTA Director of Education



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**SPECIAL RATE FOR ACTA MEMBER AGENTS TO BECOME CERTIFIED
\$300.00 (AND \$400.00 FOR NON-ACTA MEMBER AGENTS)**

ACTA Member agents also get a free practice exam 50 sample exam questions with the answer key.

For more information please e-mail Kulsum at
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