



Travel Industry Experience

To earn your Certified Travel Consultant designation you must complete 1800 hours of relevant, recent travel industry experience (within 5 years). You must supply acceptable records as proof that this requirement has been met. Proof of experience may include: pay slips / Record of Employments (ROEs), letters of employment.

Travel Industry experience can be earned in a number of different ways. It can include actual work place or in office hours, successful completion of travel industry specialist programs, attending a FAM trip, attending a travel related seminar or product launch and participating in online webinars of which there are many offered in the travel industry.

If you have completed any supplier training approved by ACTA, you can apply hours to reduce your occupational experience by 450 hours. Applied hours for each event are set by ACTA.

If you attended an **Endorsed Travel Program** that included a Practicum (100 hour +) and are able to submit your practicum report, you may apply for a 50 hour reduction in experience hours. ACTA will review the proof you provide to determine if it is acceptable and considered relevant.

The fee to process this requirement is included with the cost of the Performance Evaluation.

