

The Application Process for Reclassification from Associate to Full Membership / Certification

Application Submission

Complete applications are accepted at the CTTAM office, Monday to Friday, 8 AM to 3:30 PM. Applications for reclassification can also be mailed or a .pdf file can be emailed to admin@cttam.com. Please note that the applications will not be processed until the \$45 application fee has been paid.

Applications are accepted at any time. The CTTAM office recommends that applications are submitted no later than the 15th of the month prior to the assessment meetings scheduled for the months of September, November, January, March and May.

Professional Reference Questionnaires

The CTTAM office will mail out the professional reference Questionnaires (PRQ's) to the three references provided.

It is the responsibility of the applicant to follow-up with their references to ensure that the completed questionnaires are returned to the CTTAM office.

All three PRQ's must be received by the CTTAM office before the application is reviewed by the Certification Board.

Application Review

If additional academics or course transcripts are submitted, they will be reviewed by the Panel of Examiners.

The Certification Board assesses work experience and the three PRQs. The academic assessment also is used to determine the membership classification of the applicant.

If additional information is required, the review of the application will be deferred until the information is received and the next scheduled meetings occur.

Application Review Results

All application review results are sent to the applicants in the mail. No results are provided over the phone or via e-mail.

Applicants, who meet all of the [certification requirements](#), including the completion of the Professional Practice Exam (PPE), will have their names approved by the CTTAM Board of Directors for acceptance into the Register of Certified Members.

Newly certified members will be invited to receive their membership certificates at a CTTAM event.

Applicants who have been recommended for certification, but have not completed the Professional Practice Exam, will have 12 months in which to complete the PPE. The approval of their certification by the CTTAM Board of Directors will be delayed until the completion of the PPE within the 12 month deadline.