

The Global Travel Professional® (GTP) Certification

Recertification Program Handbook



GBTA Recommends You Keep This Handbook for Reference Throughout the Recertification Process

This handbook contains important information regarding the Global Travel Professional® (GTP) recertification program. To avoid the delays in processing your application, it is important to follow the guidelines outlined in this handbook and comply with required deadlines. It explains the requirements you must meet to recertify. All general inquiries regarding the GTP® certification will be handled through the GBTA Academy office. If you have any questions regarding the policies, procedures, or the processing of your application after reading this handbook, please email certification@gbta.org.

TABLE OF CONTENTS

4 RENEWING YOUR GTP® CERTIFICATION

Recertification Cycle

Recertification Requirements

Expired Status

6 RECERTIFICATION CREDITS DOCUMENTATION

Why You Should Keep Recertification Credits Documentation

Renewal Testing Option

7 RECERTIFICATION PROGRAM CATEGORIES

GBTA Academy Offerings

GBTA Events

GBTA Volunteer/Leadership Opportunities (Annually)

Certification Program and Process

Research, Publishing and Instruction/Presenter

Chapter Education

GBTA Partner Event

Approved Providers

9 RECERTIFICATION CREDITS CHART

Calculating Credits

Reporting Credits

10 RECERTIFICATION FEES

11 EXTENSIONS DUE TO EXTENUATING CIRCUMSTANCES

11 RECERTIFIED

12 FREQUENTLY ASKED QUESTIONS

RENEWING YOUR GTP® CERTIFICATION

Attaining your Global Travel Professional® (GTP) Certification indicates achievement of professional knowledge and experience. To stay current, it is essential that GTP® holders continuously seek opportunities to increase their professional development.

The GTP® Recertification Program is designed to be a continuous process of learning and professional development. Recertification helps you stay well-versed in concepts, technology, principles, and best practices. Recertification provides employers and professionals with a method of assessing continued professional development. It is designed to facilitate continued development through participation in a variety of learning experiences, such as education, training, teaching, publishing, and volunteer leadership.

To recertify as a GTP®, individuals must demonstrate their involvement in professional development activities OR demonstrate competency by successfully passing another GTP® examination.

Continuing to uphold and abide by the GTP® Code of Professional Conduct is also a requirement for maintaining and renewing your GTP®.

RECERTIFICATION CYCLE

The GTP® Certification is valid for three (3) years ending in either June or December. The expiration date is printed on your certificate.

For example:

- If you take and pass the exam in the May 2020 computer based testing window, your certification will be valid from the time you receive your exam results until June 2023

Renewal reminder notifications will be emailed to you three times prior to expiration:

- One year prior to expiration
- Three months prior to expiration
- Thirty days before you are scheduled to renew your GTP®

It is important for GTP® holders to also maintain current contact information. It is ultimately the responsibility of the individual to maintain renewal requirements.

Non-receipt of a recertification reminder does not waive the requirement to recertify and will not serve as an appeal to expiration. Please notify our department at certification@gbta.org of address, phone, or email changes.

RECERTIFICATION REQUIREMENTS

To recertify as a GTP®, individuals must complete a total of fifty (50) recertification credits within a three year period. Recertification credits are the measuring units used to quantify approved learning and professional development activities. You may earn the recertification credits at any time during your three-year recertification cycle. Additional credits earned beyond the required 50 recertification credits cannot be “rolled over” to the next reporting cycle. You may begin earning credits toward recertification as soon as you are informed that you passed the examination.

Recertification credit activities completed prior to obtaining the GTP® are not accepted toward the renewal requirements.

In addition to obtaining 50 recertification credits you must continue to abide by and uphold the GTP® Code of Professional Conduct (included in the renewal application) and agree to continue to use any GTP® credential in an authorized and appropriate manner. Membership is not a requirement to renew the GTP® Certification. However, if renewal applicants are members*, they will receive the member recertification fee.

Upon obtaining successful recertification from the GBTA Academy, a new three-year cycle begins.

RENEWAL TESTING OPTION

GTP® holders may elect to renew their certification by retaking the GTP® exam instead of obtaining recertification credits. The examination must be taken before the certification term expires. Recertification by examination candidates are subject to the current testing fees. Candidates will not need to pay the recertification fee if the re-testing option is selected. For current testing dates, please visit: www.gbta.org/certification.

EXPIRED STATUS

If you do not earn the necessary recertification credits or retake the exam within the three-year period, your GTP® will expire. If you let your GTP® expire, you may not refer to yourself as a GTP® or use the GTP® credential. To attain the GTP® again, you will be required to reapply by submitting the initial application, submitting the associated fees, and retaking the examination.

**Documentation of proof of membership is required upon completion of the application.*

RECERTIFICATION CREDITS DOCUMENTATION

You will need to maintain documentation that supports your recertification credit activities. **For each claim, you should** keep a copy of submission and the supporting documentation required.

WHY YOU SHOULD KEEP RECERTIFICATION CREDITS DOCUMENTATION

There are no requirements to attach documentation or proof of attendance to your recertification form. However, a percentage of GTP® holders will be randomly selected for an audit. Audits are a standard of practice across the certification industry. The purpose of these audits is to ensure that GTP® holders have earned the credits reported during their recertification cycle.

You should maintain a GTP® folder in a safe and easily accessible place to file documents that support your reported recertification credit activities. For each claim, you should keep a copy of the submission and the supporting documentation.

Documentation for all recertification credit claims should be maintained for at least two (2) years after the submission of your recertification application.

If you are selected for the audit, you are required to participate, and expected to adhere to the policies and procedures of the audit. If you cannot supply documentation that confirms completion of the reported recertification activities, you will be considered delinquent and your certification may be revoked by the Certification Governance Board (CGB).

Documentation includes:

- Transcripts
- Certificate of Completion
- Program indicating name of sponsor, agenda, instructor, hours, date
- Active participation as GBTA subject matters expert, serving on committees or board
- Publishing an article related to business travel and the test content outline

RECERTIFICATION PROGRAM CATEGORIES

GBTA offers a numbers of ways to obtain recertification credits by taking part in these types of categories:

GBTA ACADEMY OFFERINGS

Education and training makes individuals more knowledgeable and competitive in the marketplace. GBTA provides education for business travel professionals at every level of his/her career; whether you are new to business travel management or have decades of experience there is always a “next step” on the GBTA learning path.

GBTA EVENTS

Attend and earn credit at the largest gatherings of business travel professionals at GBTA events, online webinars, and education sessions close to home, in your region, and around the world.

Continuing Education: You can earn credits for continuing education, not including registration, meals, breaks, exhibit hall time, “pre-work,” etc. Topics must be relevant to the practice of business travel as defined by the GTP® Test Content Outline.

Delivery may be face-to-face, audio conference (with or without webcasting) or online educational studies.

All credits must have prior approval by the GBTA Academy. All Conferences, Symposiums, Seminars, Workshops, and Webinars outside of GBTA will require prior approval by the GBTA Academy.

Documentation required: Proof of registration or letter of attendance.

CERTIFICATION PROGRAM AND PROCESS

GBTA Certifications are designed to raise industry standards, enhance work performance, and recognize individuals who demonstrate core competencies essential to the business travel management discipline.

RESEARCH, PUBLISHING, AND INSTRUCTION/PRESENTER

You earn credits in this category by conducting primary research on a business travel related topic defined by the GTP® Test Content Outline and then writing and publishing the results in a scholarly business travel journal or publication. Your research must be independent of your regular job duties.

Examples of research and publishing include:

- Writing an article that is published in a journal or periodical
- Co-writing or editing a chapter in a book

An example of research and publishing that does not earn credits includes:

- Writing an article published in a chapter newsletter
- Writing an article for your employer's newsletter

Instruction/Presentation activities include:

- Teaching a course/workshop or presentation at a seminar/conference/convention session/webinar regardless of delivery. Topics must be relevant to the practice of business travel as defined by the GTP® Test Content Outline.

You can earn credits only for the first time you give the same presentation or teach a course.

Documentation required: Copy of the program indicating GTP® holder as a presenter/instructor.

CHAPTER EDUCATION

GBTA's membership represents the organization's mission of being the voice of the global business travel industry. We have a network of 40 chapters that are focused on the issues that matter most to the local community.

Each local chapter provides unique perspectives and compelling benefits through education opportunities as well as offering members all the resources, benefits and opportunities of GBTA's.

GBTA PARTNER EVENT

GBTA partners with thought leaders in the industry in order to deliver comprehensive collaborative content.

ACCREDITED ACADEMIC INSTITUTION (COLLEGE OR UNIVERSITIES)

GBTA recognizes institutions awarded accreditation by a peer review board validating that it is the best education program or teaching system. To verify if a program or institution is accredited, please visit our partner portal.

APPROVED PROVIDERS

The Approved Provider Program allows organizations that offer business travel related educational sessions the opportunity to award recertification credits at their events.

GTP® RECERTIFICATION CREDITS CHART

1 hour of Travel Industry Content= 1 GTP Recertification Credit Documentation must be provided for verification of all credits

GBTA Academy Offerings

2-day courses (Advanced Principles in Business Travel Management, Fundamentals of Business Travel Management, and Fundamentals of Strategic Meeting Management)	14
2-day Global Leadership Program courses (Marketing, Management, Leadership, Finance)	14
GLP Designation Cohort	20
Certificate in Corporate Travel Execution (CCTE)	16
Online Training Programs (Corporate Meeting Management)	8
Industry Webinars	1

GBTA Events

United States Annual Convention	12
Regional Conferences (Mexico City, Canada, Europe)	8
One day events (ERM, Legislative Summit, Masters, SMM)	6
Half-day of content at GBTA events (Chapter Leadership Summit, Committee Summit)	4
WINiT and Ladders	1

GBTA Volunteer/Leadership Opportunities (Annually)

Membership	1
Global Board of Directors	6
Advisory Board (CPC, Allied Leadership Council, Regional Boards)	5
Chapter Board of Directors	4
Testifying or Visiting Congress/State Government Body	1
GBTA Committee Chair/Vice Chair	4
GBTA Committee Member	2
Peer-Review Council (PRC)	3
GTP Survey and Polling Participation (4 surveys = 1 credit/ 4 polls = 1 credit)	1

Certification Program and Process

Certification Governance Council	4
Item Development and Writing	6
Item Review	2
Standard Setting	2
Job Survey Development	2
Development of GTP Study Materials	2

Research, Publishing and Instruction/Presenter

One-hour of instruction (course, workshop or webinar)	3
Panelist or co-presenter	1
Hosting a thought leadership discussion	3
Publishing an industry or research white paper	3

Chapter Education

Educational one-hour program/webinar*	1
Chapter Education Day (full day) *	6
Chapter Education Day (half-day) *	3

GBTA Partner Event

One day events (ITM Annual Conference)	6
Half-day events	3

Accredited Academic Institution (College or Universities)*

1 hour of Travel Industry Content = 1 GTP Recertification Credit	TBA
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Approved Providers*

Email certification@gbta.org for more information

*must submit application for approval of content/credits

CALCULATING CREDITS

Recertification credits are calculated based on the following guidelines:

- You may earn any number of credits per year. You may earn all your credits at any time during the 3 years.
- Some recertification program categories have a maximum number of eligible credits per recertification cycle.
- An activity should be listed exactly as the title appears on the printed materials for the event.

Do not forward documentation of attendance or participation to the GBTA Academy directly. All documentation should be attached to the recertification application.

REPORTING CREDITS

You must record your recertification credits and complete the renewal process before your cycle ends in order to avoid expiration of your GTP®. Tracking of credits can be done through the recertification portal found on our partner PTC's page.

RECERTIFICATION FEES

Fees are subject to change. Recertification Fees in USD.

GBTA Member	\$200.00
Non-Member	\$250.00

EXTENSIONS DUE TO EXTENUATING CIRCUMSTANCES

In cases where GTP® holders, due to extenuating circumstances, cannot obtain the required recertification credits by the required renewal date, a request for an extension should be sent in writing to GBTA Academy at certification@gbta.org. The policy allows an extension up to 60 days when:

- The extension request is in writing and based upon extenuating circumstances.
- The extension request includes a written plan as how the individual will obtain the missing credits within no more than the 60 day extension period.
- When the renewal requirements are met during the extension period, the date of next renewal will continue to be the original date. Extenuating circumstances would include such conditions as active military or an extended illness that results in a family medical leave of absence for you or an immediate family member.

Your credential will remain current during the period of your extension but will shorten the length of your next reporting cycle. Please treat this policy as a courtesy.

To request an extension:

- Submit in writing to certification@gbta.org
 - o Indicate you request for an extension.
 - o List all credits earned to date.

RECERTIFIED

After processing the completed application and renewal payment, GBTA will send you updated documentation with the new active GTP® certification cycle dates. Please allow eight weeks for delivery of your documentation. Certifications are being sent out via email unless otherwise requested by mail.

FREQUENTLY ASKED QUESTIONS

Get the answers here to frequently asked questions regarding recertification. If you don't see the answer to your question below, please contact GBTA Academy at certification@gbta.org.

Q: How often do I need to recertify to keep my GTP® Certification?

A: To better ensure continuing competency and knowledge GTP®s are required to recertify every three (3) years. For example: If you are certified in June 2020, you must be recertified by the last day of June 2023.

Q: How can I renew my GTP® Certification?

A: You can recertify either by obtaining 50 recertification credits or taking and passing the GTP® examination.

Q: How do I track my recertification credits?

A: Login to the recertification portal found on our partner PTC's page and input approved recertification credits.

Q: What if I don't recertify on time?

A: If you don't recertify on or before the expiration date, your GTP® will expire.

Q: Is the examination for recertification the same as candidates for initial certification?

A: Yes. Please check the GTP® Certification page for current examination schedule and fees.

Q: What is the cost to recertify by recertification credits?

A: The cost to recertify by recertification credits as a member is \$200.00 USD and as a non-member is \$250.00 USD.

Q: Can I recertify early if I accumulate all 50 credits?

A: Yes, you can recertify if you accumulate all 50 credits anytime during the three-year period.

Q: If I earn more than 50 credits during the reporting cycle, can I carry over to the next certification cycle?

A: No, you will not be allowed to carry over credits.

Q: How do I order a replacement certification?

A: To request a replacement certification, email certification@gbta.org with your full name and email address. There is a \$25.00 USD replacement fee.