

SECTION A

Name:		Certificate #:
Mailing Address:		
City:	Province:	Postal Code:
Telephone:	Email Address:	

****It is the responsibility of alumni to keep contact information current. AMTA recommends providing a personal email/phone number in the fields above to ensure communications related to your designation maintenance are received.****

SECTION B

Each year, no later than **January 15**, please submit the following to fulfill your professional development (PD) requirement and maintain your designation, using the method prescribed in 'Section C':

- 15 hours, each calendar year (Jan-Dec), totaling 45 hours over the three-year maintenance period
 - All PD hours must be verifiable and related
 - AMTA-hosted functions must be documented in 'Section C' of this document, but do not require submission of a certificate of completion/proof of attendance/signed letter. Internally, AMTA will verify your attendance

For more information on the intended purpose of PD, the types considered, its verification and non-compliance outcomes, please see the 'Designations PD Guide' document, made available on the CTSC & CTSP Alumni page of AMTA's website. AMTA provides a static PD resource document with optional suggestions for your PD maintenance fulfillment on the [CTSC & CTSP Alumni](#) page of its website. Additionally, each year, a bi-annual communication will be issued to all program graduates containing pre-approved PD maintenance options.

SECTION C

Please ensure completion of the following checklist and use this document's fillable forms (Section A & D). Missing information/supporting documentation will result in your PD submission being returned.

- Complete 'Section A' in its entirety
- Individually list each PD occurrence in 'Section D', populating each column in entirety
 - For each instance, your PD requires supporting documentation to verify your participation/completion (with the exception of AMTA-hosted functions), i.e., certificate of completion, proof of attendance, or signed letter from your employer (internal training/event)/the hosting organization (external training/event)
- Upload and submit all documentation to the Education department via AMTA's [CTSC & CTSP Alumni](#) page on its website

AMTA's Education department will review your submission and provide confirmation of the approved hours. If you have any questions or concerns related to your PD submission, please direct them to training@amta.ca.

CTSC & CTSP ANNUAL PROFESSIONAL DEVELOPMENT TRACKER



Alberta Motor
Transport Association

SECTION D

PD Date	Hosting Organization	PD Type	Time Duration (minimum .5 hour)
Description of Relevancy:			
Description of Relevancy:			
Description of Relevancy:			
Description of Relevancy:			
Description of Relevancy:			
Description of Relevancy:			
Description of Relevancy:			



CTSC & CTSP ANNUAL PROFESSIONAL DEVELOPMENT TRACKER



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