

SECTION A

NAME:	COMPANY:
TELEPHONE:	EMAIL ADDRESS:

SECTION B *(completion required for applicants requesting course equivalencies)*

Course Equivalency

The CTSP designation program permits AMTA-approved course equivalencies towards completion of the program:

- Equivalency is accepted for courses taken within the past five (5) calendar years from the year equivalency is being requested
 - Exception: Health & Safety Systems Building (HSSB) – equivalencies for this course will only be accepted within the past three (3) calendar years from the year equivalency is being requested
- A minimum of three (3) of the eleven (11) courses in the program (electives included) must be completed through AMTA
- Equivalency for Internal COR Auditor is submitted to the Education team, but will be subject to approval by AMTA's Quality Assurance (QA) department
- There is a one-time, non-refundable \$100.00 +GST fee for processing equivalencies
- Please allow 10 business days for equivalency processing

» EACH course equivalency request requires an accompanying, dated certificate of completion or transcript and a description of relevancy. Below, please list the external courses you are seeking equivalency for:

Training Completion (Year)	Training Institution Name:	Requested Equivalency (Course Name):	Equivalency For (AMTA Course Name):

SECTION C**Required CTSP Application Documents Checklist**

Filled application form
Resume (dates of employment and references required)
'Letter of experience' from a current or recent (within five years) employer that validates the applicant meets the program's three-year experience entry requirement
If applicable, equivalency documents: certificate of completion/transcript, and course description

Professional Development (PD) Maintenance Acknowledgement

I acknowledge that to remain in good standing, this designation requires annual PD completion, beginning in the year following successful graduation from the program, and each year thereafter:

- 45 hours to be achieved over three (3) years; submitting 15 hours, each year
- All PD hours must be verifiable and related

SECTION D**Program Application Fee Authorization**

Credit Card Number:

Expiry Date:

CVV:

Cardholder Name:

Signature: _____

Upon submission of your application, AMTA will take payment for the non-refundable, program application fee (\$49.95 +GST) and requested equivalencies (if applicable). A receipt will automatically be sent to the email indicated in SECTION A of the application form.

Please be advised that program applications can take 10-14 business days to process. All required and supporting documentation outlined above must be submitted or we will be unable to process your application. Once your application is processed, you will be contacted by AMTA's Education team.

Submit your completed application form and supporting documentation to AMTA's Education team at training@amta.ca. We look forward to supporting you!