

Certified Student Travel Professional Professional Development Requirements for Renewal Certification

ELIGIBILITY REQUIREMENTS FOR RENEWAL CERTIFICATION
<p>Cost: Renewal Certification: \$295 (includes application fee and education fees). Additional fees for attending events and completing courses outside of SYTA's offerings will be additional. \$50 registration fee due at time of application with balance due within one year.</p>
<p>Renewal is required every three years after initial certification</p>
<p>All credits for renewal must be earned after initial certification was achieved</p>
<p>All requirements must be completed prior to submitting Renewal Request</p>
<p>Applicant must be currently employed in the tourism/hospitality industry OR have been employed within the industry within the past 12 months.</p>
<p>Applicant must sign a certification code of conduct as part of the renewal application</p>
PROFESSIONAL DEVELOPMENT REQUIREMENTS – RENEWAL CERTIFICATION
<p>A total of 25 credits are required by any combination of the following:</p>
<p>SYTA Events (Maximum 10 credits)</p> <ul style="list-style-type: none"> • Annual Conference (10 credits) • Summit (10 credits)
<p>Volunteer (Maximum of 5 volunteer hours)</p> <ul style="list-style-type: none"> • Minimum of two different types of volunteer commitments • At least one volunteer commitment must be SYTA related <ul style="list-style-type: none"> ○ You will earn .5 credits for every 2 hours worked and 2 credits for every year served on a committee ○ Examples: <ul style="list-style-type: none"> ▪ Serving on a SYTA committee, SYTA board or SYF board ▪ Volunteer a minimum of three hours during Conference and/or Summit ▪ Other community/industry opportunities (must complete a volunteer request approval form)
<p>Education Hours (no maximum of allowed hours)</p> <ul style="list-style-type: none"> • Education will be offered through SYTA or you may find courses through another approved provider • Education hours vary depending on class • Approved classes will be based on core requirements • If courses are completed outside of SYTA's offerings, please include: <ul style="list-style-type: none"> ○ a course syllabus or course description ○ either proof of passing grade of final assessment or write a summary of your learning during this course ○ Proof of attendance



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Please record your progress and collect any necessary documentation to earn your certification as a Certified Student Travel Professional. For more information, please contact the Center at center@syta.org.

Name _____

(Please list your name as you would like it printed on your CSTP materials)

Company Name _____

Phone _____ Email _____

A TOTAL OF 25 CREDITS ARE REQUIRED BY ANY COMBINATION OF THE FOLLOWING:	Enter Credits Earned
SYTA Events <i>(Maximum of 10 Credits)</i>	Total Earned: _____
1.	
Volunteer* <i>(Maximum of 5 Volunteer Hours)</i>	Total Earned: _____
1.	
2.	
3.	
4.	
5.	
6.	
Education* <i>(No Maximum)</i>	Total Earned: _____
1.	
2.	
3.	
4.	
5.	
6.	

**Additional Slots available on the next page.
Ensure to submit all documentation and approval forms as required along with this form to earn credits.*

Applicant Signature: _____ Date: _____

FOR SYTA STAFF: APPROVAL NAME _____ APPROVAL DATE: _____



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Name _____
(Please list your name as you would like it printed on your CSTP materials)

A TOTAL OF 65 CREDITS ARE REQUIRED BY ANY COMBINATION OF THE FOLLOWING:	Enter Credits Earned
Volunteer <i>continued...</i> <i>(Maximum of 5 Volunteer Hours)</i>	Total Earned: _____
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
Education <i>continued...</i> <i>(No Maximum)</i>	Total Earned: _____
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

Ensure to submit all documentation and approval forms as required along with this form to earn credits.