

## Certified Student Travel Professional Professional Development Requirements for Initial Certification

ELIGIBILITY REQUIREMENTS FOR INITIAL CERTIFICATION
<p><b>Cost:</b> Initial Certification: \$595 (includes certification and education fees). Additional fees for attending events and completing courses outside of SYTA's offerings will be additional.</p>
<p>Applicant can go back five years to use completed courses towards certification.</p>
<p>All requirements must be completed prior to submitting graduation request.</p>
<p>Applicant must be currently employed within the tourism and hospitality industry OR have been employed within the industry within the past 12 months of application.</p>
<p>Applicant must have at least 18 months experience in hospitality and/or tourism OR hold an AA/BA in hospitality and/or tourism.</p>
<p>Applicant must sign a certification code of conduct as part of the application.</p>
PROFESSIONAL DEVELOPMENT REQUIREMENTS – INITIAL CERTIFICATION
<p>A total of 65 credits are required by any combination of the following:</p>
<p>SYTA Events (Maximum 30 credits)</p> <ul style="list-style-type: none"> <li>• Annual Conference (10 credits each)</li> <li>• Summit (10 credits each)</li> </ul>
<p>Volunteer (Maximum of 5 volunteer hours)</p> <ul style="list-style-type: none"> <li>• Minimum of two different types of volunteer commitments</li> <li>• At least one volunteer commitment must be SYTA related               <ul style="list-style-type: none"> <li>○ You will earn .5 credits for every 2 hours worked and 2 credits for every year served on a committee</li> <li>○ Examples:                   <ul style="list-style-type: none"> <li>▪ Serving on a SYTA committee, SYTA board or SYF board</li> <li>▪ Volunteer a minimum of three hours during Conference and/or Summit</li> <li>▪ Other community/industry opportunities (must complete a volunteer request approval form)</li> </ul> </li> </ul> </li> </ul>
<p>Education Hours (no maximum of allowed hours)</p> <ul style="list-style-type: none"> <li>• Education will be offered through SYTA or you may find courses through another approved provider</li> <li>• Education hours vary depending on class</li> <li>• Approved classes will be based on core requirements</li> <li>• If courses are completed outside of SYTA's offerings, please include:               <ul style="list-style-type: none"> <li>○ a course syllabus or course description</li> <li>○ either proof of passing grade of final assessment or write a summary of your learning during this course</li> <li>○ proof of attendance</li> </ul> </li> </ul>
<p>Written Essay</p> <ul style="list-style-type: none"> <li>• The written essay is the final assessment to earn CSTP (does not count towards credits needed)</li> <li>• Essay must be a minimum of 500 words on any subject that shows the impact on the personal &amp; professional growth for the applicant through this certification process.</li> <li>• Must be submitted to the Center no later than May 31 of graduation year in order to graduate at conference of that year</li> <li>• May be turned in at same time as Graduation Request Form</li> </ul>



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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](mailto: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 65 CREDITS ARE REQUIRED BY ANY COMBINATION OF THE FOLLOWING:	Enter Credits Earned
<b>SYTA Events</b> <i>(Maximum of 30 Credits)</i>	<b>Total Earned:</b> _____
1.	
2.	
3.	
<b>Volunteer*</b> <i>(Maximum of 5 Volunteer Hours)</i>	<b>Total Earned:</b> _____
1.	
2.	
3.	
4.	
5.	
<b>Education*</b> <i>(No Maximum)</i>	<b>Total Earned:</b> _____
1.	
2.	
3.	
4.	
5.	
<b>Written Essay</b> <i>(Required)</i>	<input type="checkbox"/> I submitted my essay to <a href="mailto:center@syta.org">center@syta.org</a>

*\*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
<b>Volunteer <i>continued</i>...</b> (Maximum of 5 Volunteer Hours)	<b>Total Earned:</b> _____
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
<b>Education <i>continued</i>...</b> (No Maximum)	<b>Total Earned:</b> _____
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

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