

# The Global Travel Professional® (GTP) Certification

Recertification Program Handbook



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**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 Global Travel Professional® (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](mailto:certification@gbta.org).

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# 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 computer based testing window, your certification will be valid from the time you receive your exam results until June 2019

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](mailto: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](http://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.

# 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.

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 MEMBERSHIP:**

- GBTA Membership – 1 credit per year

Documentation required: Proof of membership.

## **GBTA VOLUNTEER / LEADERSHIP:**

You can earn credits for leadership activities that only happen outside of your workplace and those that are business travel related. This category recognizes the importance of giving back to the profession by contributing your professional knowledge to the industry.

The following are examples of leadership activities that can earn credits.

As in all categories, GTP® holders are required to retain proof of participation in case of an audit.

- Global Board of Directors – 6 credits per year
- Regional Advisory Boards/Councils (CPC, Allied Leadership Council, Industry Advisory Council) – 5 credits per year
- Chapter Board of Directors – 4 credits per year
- Standing GBTA Sanction Committee Members ([www.gbta.org/about/Pages/Committees](http://www.gbta.org/about/Pages/Committees); *Peer Review Committee*) – 3 credits per year
- Testifying or Visiting Congress/State Government body – 1 credit per year

## **CERTIFICATION PROGRAM SERVICE**

- Certification Governance Council – 10 credits per year
- Item development – 8 credits per year
- Item Review Meeting – 4 credits per occurrence
- Standard Setting meeting – 4 credits per occurrence
- Job survey development – 2 credits per occurrence
- Development of GTP Preparation materials – 2 credits per occurrence

## **RESEARCH AND PUBLISHING**

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 – 15 credits

- Co-writing or editing a chapter in a book – 10 credits

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**

Instruction / Presentation activities include:

- Teaching a course/workshop or presentation at a seminar/ conference/ convention session/webinar regardless of delivery – 3 credits per 60 minutes of instruction/presentation

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 presentation/instructor.

### **CONTINUING EDUCATION**

You will earn one credit of every 60 minutes of 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.

Continuing education activities include (but not limited to):

- GBTA Convention
- GBTA Academy Courses
  - Global Leadership Professional® Certificate Program
  - Fundamentals of Business Travel Management™
  - Advanced Principles of Business Travel Management™
- Conferences, symposiums, seminars, workshops, and webinars
- Chapter education

**All credits must have prior approval by the GBTA Academy.**

Documentation required: Proof of registration or letter of attendance.

## GLOBAL TRAVEL PROFESSIONAL® (GTP) RECERTIFICATION CREDITS CHART

Activity	Credits Available
GBTA Membership	1 credit per year
GBTA Volunteer / Leadership <ul style="list-style-type: none"> <li>• Board of Directors (GBTA &amp; Foundation) 6 credits per year</li> <li>• Regional Advisory Boards/Councils (CPC, Allied Leadership Council, Industry Advisory Council) 5 credits per year</li> <li>• Chapter Board of Directors 4 credits per year</li> <li>• Standing GBTA Sanctioned Committee Members (<a href="http://www.gbta.org/about/Pages/Committees">www.gbta.org/about/Pages/Committees</a>; Peer Review Committee) 3 credit per year</li> <li>• Testifying or Visiting Congress / State Government Body 1 credit</li> </ul>	
Certification Program Service <ul style="list-style-type: none"> <li>• Certification Governance Council 10 credits maximum per year</li> <li>• Item Development 8 credits per occurrence</li> <li>• Item Review Meeting 4 credits per occurrence</li> <li>• Standard Setting Meeting 4 credits per occurrence</li> <li>• Job Survey Development 2 credits per occurrence</li> <li>• Development of GTP Study Materials 2 credits per occurrence</li> </ul>	
Research and Publishing	15 credits  10 credits for co-writing or editing
Instruction / Presentation	3 credits per 60 minutes of instruction
	1 credit per 60 minutes

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## **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 when filing your recertification credits.

## **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. The GTP recertification form can be found [here](#).

## RECERTIFICATION FEES

\*Fees are subject to change\*

Recertification Fees (USD)

Member Status	Recertification Fee
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](mailto: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:

- Complete the Recertification Reporting Form.
  - Indicate you request for an extension.
  - 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 6-8 weeks for postal delivery of your documentation.

## 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](mailto:certification@gbta.org).

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

A: To better ensure continuing competency and knowledge GTPs are required to recertify every three (3) years. For example: If you are certified in September 2012, you must be recertified by the last day of June 2015.

**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: 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 and as a non-member is \$250.00.

**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](mailto:certification@gbta.org) with your full name and address. There is a \$25.00 replacement fee.

