

PLEASE PRINT CLEARLY

SECTION A

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

Continuing education requirements start the year following CTSP/CTSC graduation.

Continuing Professional Development Requirements:

- 75 hours to be achieved over a 3-year time period
 - 60 of those hours need to be verifiable
- Based on a calendar year Jan-Dec
- Annual submission due **March 31**
- Submissions will be audited annually

Verified safety/transportation training activities (AMTA and/or 3rd parties):

- Courses
- Webinars
- Conference attendance
- AMTA Regional Meetings (1 hour of CPD granted per meeting attended)

Verified activities require proof of completion of activities. Examples include:

- Certificate of completion
- Proof of attendance
- Letter from employer (in house training)

Unverified safety/transportation activities:

- Industry volunteer activities. Examples include:
 - Alberta Health & Safety Conference
 - AMTA Professional Driver Championships
 - AMTA annual AGM and Leadership Conference
 - Other activities that allow networking with other health & safety professionals
- Industry or workplace mentoring
- Attendance at training, conference, webinar etc where proof of attendance not provided.

How to Submit:

1. Please submit your Professional Development Tracker AND Records of Completion to AMTA by uploading to your BIS profile.
 - a. Under the HOME tab > Completions select upload:
 - b. Enter the details of your certificate and upload a digital copy of the certificate



