



Industry's most valued source of logistics courses and certification

CERTIFICATION MAINTENANCE

tool kit

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Mandatory lifelong learning is one of the many ways professional organizations ensure their certified members stay current and relevant in their field.

Unlike a university or college degree, which is a snapshot in time of your knowledge and has a very short shelf life, a professional designation is a living testament to your current and on-going knowledge and your work experience.

For over ten years, CITT-Certified Logistics Professionals and articling participants have dedicated themselves to continuous learning through their participation in the CITT Certification Maintenance Program.

Maintenance Requirements

As a CITT-Certified Logistics Professional or articling participant, you are required to accumulate 50 certification maintenance units ("**CMUs**") over a two-year cycle. The current two-year cycle began on January 1, 2020 and ends on December 31, 2021. Learning units can be logged using the online portal as they are earned, but at minimum, should be reported to CITT annually when you renew your **CCLP** designation and pay your member dues.

Benefits

By participating in the Certification Maintenance Program, you are working with CITT:

- to promote that as a **CCLP** designation holder in good standing, you are committed to keeping your industry knowledge and skills up-to-date through continuous learning, year after year.
- to endorse yourself as a CITT-Certified Logistics Professional, one who has met *and* continues to meet rigorous standards, and understands the importance of industry credibility.
- to demonstrate to industry the ongoing value of hiring and supporting a CITT-Certified Logistics Professional - an individual who has both earned and maintained the credential into the current year.



How To Log CMUs In Your Member Account

If you are an CITT-Certified Logistics Professional or CITT articling participant, you can log your CMUs online as you earn them. Reporting this information is easy. You can access the CMU portal at your convenience by logging in to your account at members.citt.ca.

We recommend you log your CMUs throughout the year, as you complete each activity - it's so much easier than trying to remember a year (or two!) of professional development activities after the fact. You'll also be prompted to update your CMU status as part of the process to renew your **CCLP** designation and membership each year.

To log your CMUs:

1. Log in to your account at members.citt.ca, then select "CMUs" from the dark green menubar.
2. Under the CMU Summary table, select the link that reads "Add New."
3. Fill in the form for each individual learning activity you have completed.

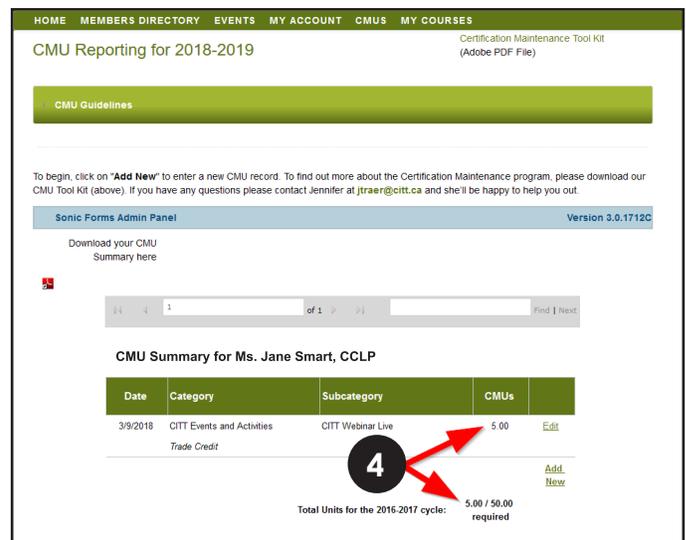
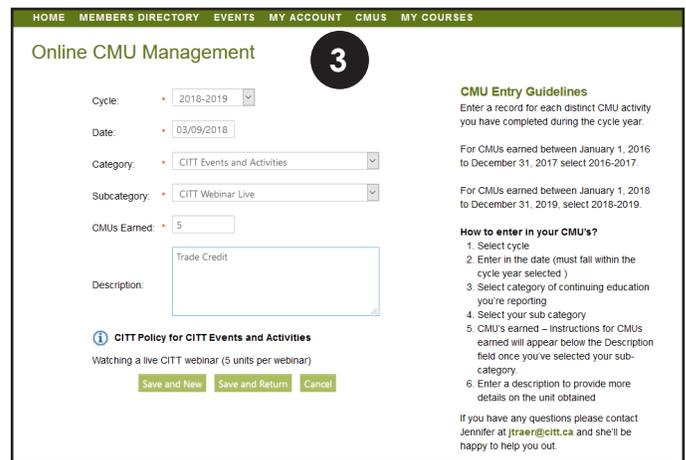
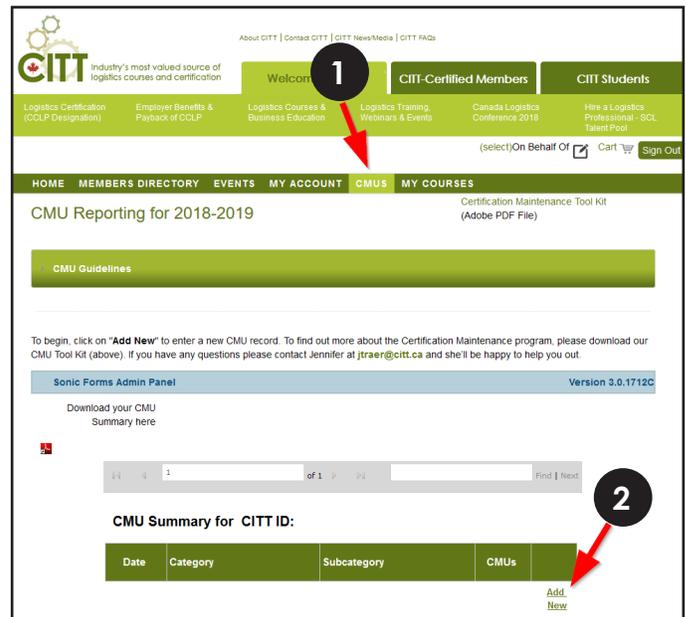
If you are entering a single activity, fill in the information and select "Save and Return" when you are done.

If you are logging multiple activities at the same time, select "Save and New" after you've entered the information for each activity.

4. The individual activities you have logged will now appear in the CMU Summary Table.

The CMU portal will automatically calculate the total CMUs you have earned for the cycle, based on the individual activities you have logged. This total can be found at the bottom of the screen.

If you have further questions, please contact admin@citt.ca



Learning Activities and their Unit Values

1. Seminars, Workshops, Conferences

Definition: Business or industry-related training events.

Units: 2 units per hour of training; maximum 10 units per day.

Some examples of what training activities qualify:

- Seminars
- Workshops
- Conferences (including CITT's Canada Logistics Conference)
- Focus groups
- In-house training (i.e. dangerous goods training)
- Other work-related sessions (i.e., SAP, RFID, Excel training etc.)

2. CITT Events and Activities

Definition: Participating in CITT events and activities.

Units: Unit allocations depend on the type of activity.

Some examples of what qualifies as a CMU Activity and the respective unit allocations:

- Attending CITT's Canada Logistics Conference (10 units per day)
- Attending a CITT Area Council program such as tours, speaker events, etc. (5 units per event)
- Attending a webinar hosted by CITT (5 units per webinar) or Canada Logistics Conference webcast session (5 units per session)
- Watching an archived CITT webinar (5 units per webinar) or recorded Canada Logistics Conference webcast session (5 units per session)
- Serving on the Executive of an Area Council (10 units per year) or the CITT Board of Directors (5 units per year)
- Participation in the official CITT Mentorship Program, as a mentor or a mentee (30 units for 1 full year of participation)

3. Formal Courses

Definition: Semester-long, business or industry-related program with a formal assessment component i.e., graded assignments and/or exam. Courses may be classroom-style or via distance education (correspondence) or the Internet. Shorter, non-graded courses fall under heading #1.

Units: 50 units for the successful completion of a semester-long course.

Some examples of what courses qualify:

- CITT courses
- Other business or industry-related courses at a University or Community College
- Courses with other professional bodies

4. Presenting a CITT Webinar

Definition: Preparing & presenting an hour long webinar for CITT.

Units: 45 units per webinar.

5. Public Speaking

Definition: Addressing an audience on a topic that is business or industry-related.

Units: 5 units per hour of public speaking.

Some examples of public speaking:

- Lecturing
- Facilitating
- Serving as a panelist or guest speaker at an industry-related function

6. Teaching/Marking

Units: 45 units for teaching or facilitating a semester-long course. For shorter courses calculate 2 units per hour of classroom time. 1.5 units per hour for marking CITT exams and reports (maximum 25 units per year for marking).

7. Reading to Stay Current

Definition: Reading business or industry-related information.

Units: Maximum of 5 units per year in this category.

Some examples of what literature qualifies for in units:

- Business or industry-related journals and periodicals
- Business or industry-related books
- Business or industry-related newspaper or magazine articles
- Technical or computer articles, books and periodicals
- Changes in legislation and/or policies

8. Writing

Definition: Original writing with a research or technical component on a business or industry-related topic.

Units: Unit allocations depend on the type of writing. See below.

Some examples of what qualifies as writing and the respective unit allocations:

- Article for a peer reviewed journal or publication (10 units)
- Article for a CITT newsletter or website (5 units)
- Writing material for CITT books (15 units, minimum 5 pages of writing)
- Writing a book (45 units)

9. Volunteering and Leadership Participation

Definition: Participating and being involved in an industry-related, volunteer activity in an on-going capacity.

Units: Maximum 5 units per year in this category.

Some examples of what types of volunteering qualify for in units:

- Serving on a committee or board

Frequently Asked Questions (FAQ)

Does Certification Maintenance mean that I will have to return to school and take courses?

No. There are many ways in which you can gain knowledge and stay current in the industry, and going to school is one of many options. Other options include business or industry-related training sessions, workshops or being involved in your community or industry in an on-going capacity. For all of your Certification Maintenance options, see page 4 of this booklet.

Does Certification Maintenance only apply to supply chain and logistics training?

No. While we often use the terms "business" or "industry-related," learning activities that are not logistics specific are still relevant. Today's professional has to be well-rounded, and that includes achieving a strong understanding of technology, utilizing strategic thinking, and working in high performance teams. A workshop that focuses on improving your communication skills adds great value to you as a professional, and would certainly count for units in the Certification Maintenance program.

I attended a 2-day session that focused on new legislative changes relevant to transportation in my region. Would this count?

Yes. Using the "Learning Activities and their Unit Values, item 1 on page four of this booklet, you will see that you would have accumulated 20 points.

I have retired from the workplace. How does this affect my participation in the Certification Maintenance program, and will I lose my CCLP designation?

You will not lose your **CCLP** designation. Certification Maintenance does not apply to retired members, providing you have advised CITT of your retired status.

*If you have further questions,
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