



CERTIFICATION MAINTENANCE *t o o l k i t*



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Mandatory lifelong learning is one of the many ways professional organizations ensure their members continue to remain 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.

Since November 6, 1999, CITT-certified professionals and Associate members have dedicated themselves to continuous learning through their participation in the CITT Certification Maintenance Program.

Maintenance Requirements

As a CITT-certified professional or an Associate Member, you are required to accumulate 50 certification maintenance units ("CMUs") over a two-year cycle. The two-year cycle begins on December 1, 2009 and ends on November 30, 2011. Learning units must be reported to the CITT annually.

Benefits

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

- o to promote your up-to-date, current and ongoing knowledge of industry skills and work-related training.
- o to endorse yourself as a CITT-certified "professional," one who understands the importance of industry credibility.
- o to demonstrate to industry, the intrinsic value of hiring a CITT-certified professional.

Foundations You Can Build a Career and Business on

How does Certification Maintenance work?

If you are an CITT-certified professional or Associate member, then you will be asked to report your CMUs at the end of each membership year. The number of CMUs you report represents the learning activities you have been involved in throughout the year.

Reporting this information is easy. Each year, your membership renewal form will have a clearly marked place where you will submit the number of CMUs you have accumulated and totalled from your worksheet (see page 3 for an example). You will not be asked to submit any additional information.

Some guidelines to help you keep track of your CMUs:


- Familiarize yourself with the “Learning Activities and their Unit Values” listed on page 4.
- Every time you attend an information session, workshop, in-house training session, or any other event that falls under any of the activity categories, use the worksheets provided in this booklet to record the number of units.
- When you receive your membership renewal form, total the number of units on your worksheet and transfer this number to your renewal form. You do not have to provide the CITT with your worksheets.

How does the CITT record the information?

- The number of CMUs you provide will be recorded in the CITT database.
- The following year, your renewal notice will show the number of units you reported in the first year of the two-year cycle.

***If you have further questions,
please contact Jennifer Barry
at 416-363-5696 ext. 32 or jbarry@citt.ca.***

How To Use the Certification Maintenance Worksheet



December 1, 2009 to November 30, 2010

CERTIFICATION MAINTENANCE worksheet

This worksheet will assist you as you keep track of your learning activities over the next year, from December 1, 2009 to November 30, 2010.

Please fill in the date, the activity, the category and the unit value by referring to the Learning Activities and their Unit Values, on page 4 of this booklet.

Please note: This worksheet is for your personal use only. Please do not forward this to the CITT.

Date	Certification Maintenance Activity	Category	Units
Jan 15-16	2-day workshop on new regulations	Seminar	20
May 9	1 hour in-house training on Excel	Seminar	2
Nov 3	Workshop at CITT Conference	CITT Activity	10
Nov 4	CITT Annual General Meeting	CITT Activity	5
Total Units for this Period <small>(Transfer this number to the box on the membership renewal notice that you will receive in October 2010, due December 1, 2010.)</small>			37

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Transfer the Total Units from your Certification Maintenance Worksheet to the box on your Membership Renewal Notice.

In this example, the member will need to accumulate 13 more units to reach 50 in the two-year reporting period.



ANNUAL MEMBERSHIP RENEWAL NOTICE

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M. Smith, CITT
123 CITT Lane
Anytown, ON M5D 1W4

Member Number: XX-01-23456
Notice Number: 1234
Date issued: September 1, 2009
Date Due: December 1, 2009
CIT Registration Number: 11607547

2006 MEMBERSHIP RENEWAL DETAILS

Active Membership Fees (see Section 2)

Annual membership associated with the 2006 membership to notify you the 2006 membership period is December 1, 2005 to November 30, 2006.

UNION DUES (see Section 2) (this amount may be applicable without your approval by the Board. It is subject to the 2006 induction agreement with the 2006 union)

Fees:

GST:

TOTAL:

CERTIFICATION MAINTENANCE

All Active and Associate members must report a minimum of 30 Certification Maintenance Units to the CITT by the date of the reporting (December 1, 2009). For more information and for assistance with your renewal notice, please refer to the CITT website at www.citt.ca.

This report shows that for the year ending November 30, 2009, you accumulated the following CMAS (if our records are not accurate, please contact us):

37

Please indicate the number of Certification Maintenance Units you accumulated between December 1, 2009 and November 30, 2009:

PAYMENT METHODS

Cheque / Money Order Enclosed (Please make payable to the CITT)

VISA or MasterCard

Card Number: _____ Expiry Date: _____

Signature: _____ Amount: _____

VISA or MasterCard payments can be made by fax to (416) 343-5678 or pay online at www.citt.ca

10 King Street East, Suite #25, Toronto, ON M5C 1C3 • Tel: 416 343-5678 • Fax: 416 343-5678 • Email: info@citt.ca • [WWW.CITT.CA](http://www.citt.ca)

Learning Activities and their Unit Values

1. Seminars, Workshops, Conferences

Definition: Business or industry-related training sessions or programs.

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

Some examples of what training activities qualify:

- Seminars
- Workshops
- Conferences (including the Annual CITT Conference)
- Focus groups
- In-house training (i.e. dangerous goods training)
- Other work-related sessions (i.e., SAP, RFID 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 the Annual CITT 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)
- Serving on the Executive of an Area Council or the CITT National Board (10 units per year)
- Attending the CITT Annual General Meeting (5 units)
- Mentoring or tutoring CITT students (1 unit per hour)

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: 45 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. Public Speaking

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

Units: 2 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

5. 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).

6. 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

7. 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 CITTnewsletter (5 units)
- Editing chapters in CITT books (10 units)
- Writing material for CITT books (15 units - minimum 5 pages of writing)
- Writing a book (45 units)

8. Volunteering and Leadership Participation

Definition: Participating and being involved in your community or industry in an on-going capacity.

Units: Maximum 10 units per year in this category. 5 units per volunteer activity.

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

- Serving on a committee or board



December 1, 2009 to November 30, 2010

CERTIFICATION MAINTENANCE

w o r k s h e e t

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Please fill in the date, the activity, the category and the unit value by referring to the Learning Activities and their Unit Values, on page 4 of this booklet.

Please note: This worksheet is for your personal use only. Please do not forward this to the CITT.

Date	Certification Maintenance Activity	Category	Units
Total Units for this Period (Transfer this number to the box on the membership renewal notice that you will receive in October 2010, due December 1, 2010.)			<input style="width: 100%; height: 50px;" type="text"/>

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.

Can I carry units over the 2-year period if I have extras?

No. We recognize that in some years you may accumulate more units than others, but Certification Maintenance focuses on lifelong and continuous learning. Remember that we are only asking for 50 units within each 2-year period. Please refer to page 4 to see what learning activities qualify.

Does Certification Maintenance only apply to supply chain and transportation 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 CITT designation?

Certification Maintenance does not apply to Retired members, providing you advise CITT of your retired status. Only CITT-certified professionals and Associate members are required to participate to maintain their CITT designation.

***If you have further questions,
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