

CTP Recertification Best Practices

Congratulations on passing the CTP exam or earning enough credits to renew your certification!

Now what?

To help navigate the world of recertification we have asked tenured Certified Treasury Professionals their best practices associated with managing the recertification process. In addition to best practices, we have included some important dates and information from the National AFP website.

- 1) Join Atlanta AFP! Atlanta AFP offers opportunities to earn more than 15 credit hours annually, plus the added benefit of networking and really great lunches!
- 2) It is the responsibility of the CTP to maintain records documenting recertification activities for three years after recertification/certification in the event they are selected for the random audit.
- 3) Recertification requires 36 hours over the course of 3 years. The credits can be logged online via the National AFP website or mailed in directly with the renewal fee.
- 4) AFP conducts an audit of 5-10% of the CTPs, CTP(CD)s, and CCMs-selected at random who have recertified in the previous three years. The three-year recertification cycles begin July 1 of the examination year and ends June 30 of the third year.
- 5) Maintain a folder! It doesn't matter if the folder is paper or electronic, the key is to maintain a consistent storage location for all certifications! That might mean, scanning paper certifications or printing emailed certification. Regardless, a central location and method for storing documentation is very important.
- 6) As part of recertification process, AFP will ask you to identify the recertification activity. Only specific activities are eligible. To help with recertification, become familiar with that is considered an eligible activity and don't forget to notate what type of activity is being recorded.
- 7) AFP allows you to enter CTP renewal credits any time during the year! This is a great benefit. To avoid the hassle and stress of renewing all of the credits at once, use the downtime during the holidays to enter recertification hours. Breaking the process into smaller sections makes it more manageable and less stressful.
- 8) Renew early! It saves money. Who doesn't like saving money? Renew by August 15th and save \$50 on the renewal fee. The deadline is October 15th, but it does cost \$50 more to renew.
- 9) Once you have renewed your CTP certification, compile everything into a single document by scanning, stapling, or putting in an envelope. Put the recertification year on the consolidated information and store in a secure location. This way if you are ever audited, you have everything in one location and drastically reduce the stress of an audit!

10) If you have question on what can be considered documentation or what qualifies as recertification hours, utilize the AFP website. They have informative videos and information.

<http://www.afponline.org/pub/cert/recert.html>

11) Don't forget to count your membership with AFP Atlanta as credit hours. Your receipt from paying for the membership dues is sufficient documentation to earn 1 credit hour.