



## TA Trip Tracker – Certifications

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TA Trip Tracker allows travel advisors to track professional certifications and training inside the platform. Maintaining certification records helps advisors keep their credentials organized and easily accessible.

### Accessing Certifications

You can access the Certifications section from the Agency Dashboard or from the left-side navigation menu under Tools & Settings. This area displays all certifications associated with your profile.

### Adding a Certification

To add a certification, open the Certifications section and select the option to add a new certification record. Enter the relevant details and save.

Typical certification details include:

- Certification name
- Organization or supplier
- Completion date
- Expiration date (if applicable)
- Notes or additional details

### Uploading Certification Documents

If you have a certificate or completion document, you may upload it to the certification record so it is stored for future reference.

- Supplier training certificates

- Destination specialist certifications
- Industry training completion records
- Continuing education documents

### **Updating Certification Records**

Certification records can be edited at any time. Advisors should update certifications when they complete new training or renew existing credentials.

### **Why Certification Tracking Matters**

Keeping certification records organized helps travel advisors demonstrate their expertise and maintain professional credentials. TA Trip Tracker provides a convenient location to store this information alongside other agency resources.

### **Best Practices**

- Add certifications as soon as they are completed
- Upload certificate documents when available
- Update expiration dates for certifications that require renewal
- Review certification records periodically to keep them current