



# CTA

# Continuing Education Attestation

This form may be completed by typing directly into the body of the PDF document. Please submit the completed attestation to:

**Turnaround Management Association**, 150 North Wacker Drive, Suite 1900, Chicago, Illinois 60606  
p: +1 312 578 6900, f: +1 312 578 8336, e: certification@turnaround.org

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## PERSONAL INFORMATION

First Name	Last Name	Suffix
Company		
Business Address	City	State Zip
Business Telephone	Business Fax	
Email	Preferred Method of Contact	

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## CONTINUING EDUCATION REQUIREMENT

### MEASUREMENT PERIOD

Two (2) years. The time in which CTAs must complete their CPE credits shall be in two (2) year increments. The two-year period for new CTAs shall be applicable beginning on January 1 of the year following the year of certification.

### HOURS REQUIRED

CTAs shall be required to attain twenty (20) CPE credits, including two (2) ethics CPE credits within the two (2) year period.

Educational programs and activities submitted for CPE hours should be in subjects pertaining to the fields of turnaround management and broadly defined business and law topics, accounting and finance, and taxes. In rare exceptions, some CPE credit may also be granted in cases where the educational program provides skills necessary for the conduct of specific assignments. Activity associated with committee/board meetings, business meetings, or networking/social events shall not receive credit.

You are recommended to obtain a certificate of attendance for each event and keep it on file for at least six months following the conclusion of your CPE reporting period. Annually, TMA will audit a random selection of CTAs; if audited, you will be required to provide documentation of attendance that demonstrates compliance with the requirements. If the sponsoring organization does not provide a certificate, the CTA is responsible for the completion of the *Sponsoring Organization Certificate of Attendance Verification Form*.

Please find a self-tracking form, as well as additional policies and guidelines at [turnaround.org](http://turnaround.org).

By placing an x in the box, I confirm my compliance with the continuing education requirements outlined in this document.

### CTA CONTINUING EDUCATION ATTESTATION

I hereby certify that the information contained herein is complete and accurate. I further certify that I am familiar with the Rules and Regulations of the TMA Certification Program governing continuing education requirements for Certified Turnaround Analysts.

A copy of the Rules and Regulation of the TMA Certification Program may be viewed at [turnaround.org](http://turnaround.org).

Signature

Date