

For more information on the program, please go to <https://ctaa.org/cctm/>

Upon receipt of registration form, you will be sent an application to determine eligibility for the course. Eligibility of each applicant must be determined before you can attend the first class on April 25th.

TRAINING AGENDA:

Day One

- Service Planning and System Development
- Budgeting and Financial Management
- Transportation Operations Management

Day Two

- Human Resource Management
- Procurement and Contract Management
- Organizational Leadership
- CCTM Exam (the test will be online so you will need to bring a laptop, tablet or at least a smartphone)

**New Jersey Community Transportation Training Program
Free Training News Flash**

**Certified Community Transit Manager
Certification Workshop**

**DATE: April 25 and April 26, 2022
9:00 am – 5:00 pm**

**LOCATION: Tropicana Hotel, Atlantic City, NJ
Gift cards will be provided to purchase lunch on both days**

HOW TO REGISTER Complete this form below and return ASAP:
Attention – Sha’quana Mack
EMAIL: Smack@njtransit.com

The best community transportation managers in the country have the initials “CCTM” after their name. The CCTM designation marks the standard of excellence in the community transportation industry; as it’s proof of the ability to manage a comprehensive and dynamic community transportation system. The certification is valid for three years.

To become a CCTM, a person must submit an application documenting their experience and accomplishments and must pass a comprehensive certification exam. The examination addresses six knowledge areas: (1) human resources management, (2) budgeting & financial management, (3) transportation operation management, (4) service planning and development, (5) procurement and contract management, and (6) organizational leadership.

Before taking the certification examination, a person must meet eligibility criteria which includes demonstrating that the applicant has

- served in a managerial or supervisory capacity at an organization providing community transit services, either at the time of application or within the five years immediately preceding the application date OR
- completed forty hours’ training covering at least five of the six exam topic areas within the four years immediately preceding the application date (except for CCTM applicants with more than five years’ experience, who may document 20 hours’ training in three areas and detailed on-the-job experience in two other areas).

COURSE REGISTRATION FORM

Agency Name:
Agency Address:
Participant Name:
Title:
E-mail Address:
Phone Number:

The CCTM course is not part of the NJ TransAction Conference. In order to attend the conference, you must register by completing the application on this website:

<https://www.emailmeform.com/builder/form/7J9rzZcba4jdc6D5aI0m>

The health precautions for the CCTM course will be the same as the NJ TransAction Conference. These protocols are in place for every attendee, exhibitor, speaker, volunteer and guest.

- All attendees **MUST** provide proof of being fully vaccinated. Registrants may attach proof (copy or picture of vaccination card, screenshot of NJ Docket App, etc).
- Those who have not been vaccinated must show proof of a negative COVID test result within 72 hours prior to the conference start.
- Name badges will not be distributed without proof of vaccination or negative COVID test results.
- The TransAction Conference is planning to have rapid nasal swab test kits on site.
- We have hired a company to provide contactless registration. A QR code will be emailed to each person registered prior to the conference.
- Face masks are encouraged (not mandatory) in the exhibit room and workshop sessions.
- Each conference attendee will receive a safety kit with 2 disposable masks, hand sanitizer and other items.
- The conference will have additional boxes of disposable safety masks and hand sanitizer available throughout the conference areas.

Reserve Your Hotel Room

Pricing Guaranteed through April 4, 2022

WOW!!! Room prices have been deeply discounted. To get the TransAction 2022 special room rate of \$69 per night (single or double occupancy) (Price does not include tax and resort fees), call 1-800-223-7277. You must mention that you want the TransAction 2022 rate of code ST04TA2. To get the low rates, you must make your reservation by April 4, 2022.

On-line reservations are preferred:

<https://book.passkey.com/gt/218358504?qtid=410ffb8b83597a7c6219b96934570b48>