

# ctis

Whether you are an individual looking to enhance your group travel expertise or an employer looking to hire the best, the professional certification programs of the American Bus Association help you achieve your goals.



## ENROLLMENT

Complete the enrollment form at [www.buses.org/ctis](http://www.buses.org/ctis) or in this packet, and return it to ABA with your enrollment fee. After ABA receives your enrollment, you will receive a welcome email from ABA. You

may enroll in the program at any time during the year. The CTIS program is designed to be completed within 12 months. However, you may take longer with no additional enrollment fee.



## IUPUI REGISTRATION

Complete the course registration form for the online courses from IUPUI required for graduation at <https://go.iu.edu/3xPb>.

This registration fee is paid directly to IUPUI and the payment and cancellation policies from IUPUI must be followed.

### ENROLLMENT AND REGISTRATION IN THE CTIS PROGRAM INCLUDES:

- University administered courses – the first in the industry
- Up-to-date knowledge of trends and tools for group travel
- Flexible scheduling – can be completed at home, in the office or on the road
- ABA Member Discounts – the most cost-effective program in the industry
- Record Keeping - we will track your progress for you
- Transferable - your enrollment can move with you, from one place of employment to the next
- Your enrollment does not expire until you graduate – our commitment to you



## GRADUATION

All enrollees can check their progress towards graduation by contacting ABA for seminar status and/or IUPUI for required online courses.

All enrollees who have completed or are in the process of completing all IUPUI course credits will be notified before the next graduation ceremony to confirm graduation status.

CTIS graduation is celebrated each year at the American Bus Marketplace.



## INVESTMENT

**ONE TIME ABA ENROLLMENT FEE:**  
\$125

**REGISTRATION FEE PER IUPUI COURSE:**  
\$249

### TOTAL FEE FOR CTIS PROGRAM IN 2021-2022:

\$125 Enrollment  
\$249 for Customer Service  
\$249 for Promoting Your Business  
\$249 for Business Grammar and Writing  
\$249 for Elective 1  
\$249 for Elective 2  
+ Cost of Books  
\$1370 Total Investment

### DISCOUNTS

ENROLLMENT | \$50 Discount on the enrollment fee for the program if enrolled by March 15, 2021.

REGISTRATION | 20% Discount when you register for five IUPUI 2021-2022 courses by August 15, 2021.



## ROI

Certification represents a widely-respected stamp of approval for the highest quality skill levels. Designations help define career paths and identify desirable professionals.

### FOR INDIVIDUALS

- Give yourself a competitive advantage.
- Increase your career opportunities and marketability.
- Enhance your credibility as a travel professional so you can remain competitive and relevant in an industry of continual change.
- Improves your knowledge of the group travel industry.
- Allows you to earn industry validation for your knowledge.

### FOR EMPLOYERS

- Hire employees who will perform.
- Influence sales in the group travel market with employees who have achieved this industry specific designation.
- Help managers differentiate the most qualified travel professional and attract the brightest employees.
- Certification increases individual and work group productivity levels, which will maximize the value of your workforce.
- Retain the best by investing in the professional development of staff with proven returns.
- Leverage the experience of your workforce.