



Association of Canadian Travel Agencies
Association canadienne des agences de voyages

CTC Performance Evaluation Request Form

With respect to the Privacy Act, ACTA is informing you as a certification candidate that this information collected is to properly administer your Performance Evaluation application including processing and reporting results.

To be completed by office manager/ supervisor

Supervisor's Name: _____ Email: _____

Company Name: _____

Telephone: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Performance Evaluation Date: _____

Travel Counselors Name: _____

Email Address: _____

Job Title: _____ Number of years employed: _____

Full Time: _____ Part Time: _____

What % of your business is: Corporate _____ Leisure: _____ Cruise: _____

Other: _____

Is there a particular area of the world this travel counselor specializes in?
(Example: Florida/ Asia/ Britain/ Middle East)

Procedure for Performance Evaluation

The certification performance evaluation is a mandatory step in the certification process to earn the professional Certified Travel Counsellor designation in Canada.

The evaluation is an opportunity for the CTC candidate to discuss their knowledge, training and competence with their company and to determine areas where additional training and development may be required. It is also an opportunity for the travel counsellor to recognize and document their strengths and achievements.

When conducting the evaluation ask open ended questions allowing the travel counsellor to elaborate on their skills and to allow for discussion.

Please email completed form to certification@acta.ca