

INDUSTRY PARTICIPATION

List IRTA committees on which you have served:

Committee name: _____ Dates of service _____ to _____ I was the committee chair

Committee name: _____ Dates of service _____ to _____ I was the committee chair

Committee name: _____ Dates of service _____ to _____ I was the committee chair

List newsletter articles written and submitted by you that were published in the IRTA newsletter.

Article Title: _____ Publication Date: _____

Article Title: _____ Publication Date: _____

Article Title: _____ Publication Date: _____

Give yourself 5 points for each year as a committee member, 10 points (total) if you were the committee chair, and 5 points for each newsletter article.

TOTAL POINTS _____

ADHERENCE TO CODE OF ETHICS

Carefully read and review the IRTA Code of Ethics and sign the following statement:

I have read and understood the IRTA Code of Ethics and agree to abide by them.

Signature _____ Date _____

*Mandatory requirement – Give yourself 20 points.

TOTAL POINTS _____

TOTAL POINTS EARNED PRIOR TO REVIEW SESSION AND TEST _____

APPLICATION FEE

A non-refundable application fee of \$100 for members and \$200 for non-members must accompany this application. All fees are payable in U.S. dollars. Checks should be made payable to International Reciprocal Trade Association and mailed to: IRTA, 140 Metro Park, Rochester, NY 14623, USA.

Applications will not be processed without application fee.

In submitting this application, I swear that I have never been charged with or convicted of a felony.

Signature _____ Date _____

Questions? Contact the IRTA office at 716.424.2940 or admin1@irta.com

FOR OFFICE USE ONLY

Passed written exam _____

Passed oral exam _____

Earned 200 Points _____

Bachelor's degree or two years trade brokering experience _____

Attended CTB review course _____

Letter of recommendation _____

Signed statement to adhere to Code of Ethics _____



APPLICATION FOR PROFESSIONAL CERTIFICATION

The CTB program is based on a 200-point system which awards points for education, experience and participation in industry programs. There are mandatory requirements that will provide 100 points: 10 points for attending the IRTA CTB Certification course that immediately precedes the test, 25 points for passing the written exam, 25 points for passing the oral exam, 20 points for submitting a letter from your employer and 20 for agreeing to adhere to the IRTA Code of Ethics. If you can earn at least 100 points in the remaining areas, you are eligible to become a Certified Trade Broker.

PERSONAL AND PROFESSIONAL INFORMATION

Your Name: _____ Home Phone: _____

Home Address: _____

Company Name: _____

Business Phone/ Fax: _____

Email: _____

Current Supervisor: _____

Business Address: _____

Professional Affiliations: _____

PROFESSIONAL REFERENCES

LIST THE NAMES OF TWO CO-WORKERS OR FORMER EMPLOYERS WHO CAN VERIFY YOUR PROFESSIONAL EXPERIENCE

Name: _____ Title: _____

Firm: _____

Address: _____ City/State/Zip/Country: _____

Phone: _____ Fax: _____ Email: _____

Name: _____ Title: _____

Firm: _____

Address: _____ City/State/Zip/Country: _____

Phone: _____ Fax: _____ Email: _____

LIST THE NAMES OF TWO CLIENTS WHO CAN CONFIRM YOUR PROFESSIONAL CONDUCT

Name: _____ Title: _____

Firm: _____ Phone: _____ Email: _____

Address: _____ City/State/Zip/Country: _____

Name: _____ Title: _____

Firm: _____ Phone: _____ Email: _____

Address: _____ City/State/Zip/Country: _____

SUBMIT A LETTER FROM YOUR EMPLOYER...

Stating that you exhibit exceptional job performance *Mandatory requirement
Give yourself 20 points

TOTAL POINTS _____

CERTIFICATION DESIGNATION

Upon successful completion of all requirements, you will be awarded your Certified Trade Broker (CTB) designation. The CTB is awarded to individuals and must never be used as part of a trade or company name.

The initials CTB should be used directly after your name. The designation should appear on professional stationery, checks, in advertising, and in trade/business directories. The designation should also be used on name badges at conventions, meetings and seminars.

WRITTEN AND ORAL EXAMINATION

A written and oral exam will be administered by the Board. These exams are designed to test your knowledge of the industry and evaluate your professional skills. You will be tested on your knowledge of marketing, advertising, accounting and purchasing concepts, understanding of barter basics, customer service issues, barter ethics, your ability to calculate and apply leverage factors, and your brokering skills.

Candidates are notified of test scores within 4-6 weeks of testing. Successful completion of the examination is mandatory for certification designation. Retesting is permitted at additional cost.

POINT SYSTEM SUMMARY

Area of Achievement	Points Earned
Each year of college	15
Each year of experience in barter industry (in excess of two-year eligibility requirement) Maximum points allowed: 45	15
Associate's Degree	5
Bachelor's Degree	10
Master's Degree	5
Completing a Continuing Education Course	10
Attending a Regional Meeting	10
Attending a National or International Meeting	20
Acting as a Local Event Chairperson	20
Attending Certification Course*	10
Letter Stating Exceptional Job Performance from Employer*	20
Adherence to Code of Ethics*	20
Passing Oral Exam*	25
Passing Written Exam*	25
*mandatory certification requirements	



INTERNATIONAL RECIPROCAL TRADE ASSOCIATION

140 Metro Park Rochester, NY 14623

Phone: 716-424-2940 • Fax: 716-424-2964 • www.irta.com

INTERNATIONAL RECIPROCAL TRADE ASSOCIATION

Certified Trade Broker Application



ELIGIBILITY CRITERIA

To be eligible for certification, you must possess a Bachelor's degree or have at least two years successful trade brokering experience with a trade organization.

CERTIFICATION PROCEDURE

If you meet eligibility requirements, the return of the Certified Trade Broker Application will start the process. The application will help you record your personal, academic, and professional credentials. You will earn points for these and continue to earn additional points for future accomplishments as well.

Additionally, you must attend a three-hour Certification Course and pass both the oral and written examinations administered by the Certification Board. Applicant-designated references must confirm exceptional job performance and professionalism in order for you to receive certification.

APPLICATION FEES

IRTA Members - \$100 / Non-Members - \$200

CERTIFICATION POINTS SYSTEM

The Certified Trade Broker Certification Program is based on a 200-point system which awards credits for education, experience, and participation in barter programs. Credit will be given for achievement of 200 points in five different categories:

- academic preparation
- conference attendance
- event participation
- professional conduct
- examinations

Academic Preparation

You can earn 15 points for each year of post-high school education, college, and graduate degrees and every year of brokering experience you have in excess of the two-year eligibility requirement. Check the Point System Summary for the points you can earn in each category.

Additional points can be earned by successfully completing supplementary courses in economics, communications, and marketing at an accredited college or university. Professional seminars and workshops may also receive certification credits but must be approved in advance by the Certification Board to qualify.

Conference Attendance

Your involvement and support of educational activities that take place at association meetings is also critical. You will earn points for attendance at IRTA conferences.

Event Participation

To obtain Certified Trade Broker standing, you must also earn points through involvement in activities on behalf of your clients and your company. Earn points for chairing trade shows, auctions, seminars, etc.

Professional Conduct

Because Trade Broker Certification is as much a measure of your professionalism as your skills, you must demonstrate strict adherence to an industry code of ethics which requires truth, honor, and fairness in your professional relationships. As you know, you must submit the names of two people who can verify your experience and the names of two people who can validate your professionalism. You must also attach a written recommendation from your exchange owner to your application.

Mandatory Certification Course

A mandatory Certification Course will contribute 10 points, as well as provide important professional development skills. Your knowledge of course topics will be tested during the oral and written examinations. For your convenience, these courses will be given at IRTA conferences.

BUSINESS EXPERIENCE (LAST 5 YEARS)

Position: _____

Dates: _____

Organization: _____

Address: _____

Responsibilities: _____

Position: _____

Dates: _____

Organization: _____

Address: _____

Responsibilities: _____

Position: _____

Dates: _____

Organization: _____

Address: _____

Responsibilities: _____

Give yourself 15 points for each year of experience in the barter industry in excess of the two-year eligibility requirement. TOTAL POINTS _____

EDUCATION

High School: _____ City/State/Country: _____ Graduation Date: _____

College: _____ City/State/Country: _____

Dates Attended From: _____ To: _____

Major: _____ Degree Obtained: _____

College: _____ City/State/Country: _____

Dates Attended From: _____ To: _____

Major: _____ Degree Obtained: _____

Give yourself 15 points for each year of college. Give yourself an additional 5 points for earning an Associate's degree, 10 points for a Bachelor's degree, and 15 points for a Master's degree. TOTAL POINTS _____

PROFESSIONAL CONTINUING EDUCATION

Includes supplementary courses (do not include courses as part of a degree listed in previous section) in economics, communications and marketing at an accredited college or university. **Do not include the CTB certification course.**

Course Title: _____ Training Organization: _____

Course Description: _____

Length of Course: _____ Completion Date: _____

Course Title: _____ Training Organization: _____

Course Description: _____

Length of Course: _____ Completion Date: _____

Course Title: _____ Training Organization: _____

Course Description: _____

Length of Course: _____ Completion Date: _____

Give yourself 10 points for each successfully completed continuing education course. TOTAL POINTS _____

INDUSTRY CONFERENCE ATTENDANCE

Includes IRTA, NATE and other barter industry meetings. Do not include the CTB certification course.

Regional Meeting International/National Meeting Meeting Date: _____ Location: _____

Workshops Attended: _____

Regional Meeting International/National Meeting Meeting Date: _____ Location: _____

Workshops Attended: _____

Regional Meeting International/National Meeting Meeting Date: _____ Location: _____

Workshops Attended: _____

Regional Meeting International/National Meeting Meeting Date: _____ Location: _____

Workshops Attended: _____

Give yourself 10 points for each regional meeting, and 20 points for each national or international meeting. TOTAL POINTS _____

EVENT PARTICIPATION

Includes involvement in activities on behalf of your clients and your company, such as trade shows, auctions, seminars, etc.

Type of event: _____ Date: _____

Client name: _____

Firm: _____

Address: _____ Phone: _____

Description of results: _____

What was your level of involvement in the event? _____

Type of event: _____ Date: _____

Client name: _____

Firm: _____

Address: _____ Phone: _____

Description of results: _____

What was your level of involvement in the event? _____

Type of event: _____ Date: _____

Client name: _____

Firm: _____

Address: _____ Phone: _____

Description of results: _____

What was your level of involvement in the event? _____

Give yourself 10 points for participating in the event, 20 points if you were the event chair. TOTAL POINTS _____