



CITP Week 2020 FAQ

Here is everything you need to know about taking the Certified Incentive Travel Professional (CITP) exam during [CITP Week](#), September 21-25, 2020. If you have further questions contact certification@siteglobal.com. We are here to help!

CITP Week will be hosted by more than half of SITE Chapters in 20+ locations around the world with the following generous rates:

	SITE Member	Non Member
Usual CITP Rate	\$675	\$895
CITP Week Rate	\$100	\$895

Top 10 Things to Know about the CITP

1) What is the CITP?

The CITP is SITE's mid-level qualification. It is part of a suite of certifications that includes the entry-level CIS certification and the director-level CITE designation, which is currently in redevelopment. Designed specifically for planners of incentive travel experiences in corporations and agencies, the CITP is also relevant to senior managers on the supplier side – DMOs, CVBs, DMCs, hotels, cruise companies, venues. Candidates are expected to have current, direct, hands-on involvement in the major processes associated with incentive travel sales, design, and management.

2) Am I eligible to take the CITP?

Candidates must submit an application and be approved to sit for the CITP. At the time of application, candidates must have a total of 5 years' experience in the incentive travel industry OR 3 years' experience and the CIS designation. Candidates must have completed 40 hours of professional development activities in the past 5 years. These activities must be relevant to the incentive industry. Ten of these hours must be SITE sponsored content.

3) How can I apply for CITP Week?

You can apply on the SITE website by clicking this [link](#). The deadline to apply is **Friday, July 31, 2020**. The application requires applicants to submit an [Activity Sheet](#) listing professional development activities AND contact information for a past supervisor or client reference.

4) Do I need to have my CIS to take the CITP?

No, you do not. You must have a total of 5 years' experience in the incentive travel industry OR 3 years' experience and the CIS designation.

5) I do not have enough "SITE specific" hours. Where can I get them?

The [SITE Knowledge Centre](#) has many courses free to members that you could use towards your continuing education hours. Additionally, we have a series of free COVID-19 related webinar available for viewing [here](#).

6) How do I know if they are "SITE specific" hours?

SITE specific hours include all SITE Conferences; SITE courses at the local, national, regional, or global level; Face-to-face conferences, webinars (both live and on-demand); classes and individual sessions; Company/organization sponsored continuing education or training; Local professional development, including certificate programs and seminars; SITE education programs including and chapter sponsored events.

7) How do I prepare for the CITP?

SITE offers a specific online preparatory course for the CITP certificate. The course consists of nine modules in the following topic areas: strategic planning, incentive program design, sales, professional development, program management, technology, financial management, CSR and sustainability, and risk and crisis management, with 3.5 hours of content (3.5 CE credits). Members can download the course [FREE](#) [here](#).

8) What is the exam format?

The CITP designation is awarded upon successful completion of an 80-question [written](#) examination within a two-hour time period designed to measure and validate your performance against the typical requirements of an incentive travel professional – strategic case-making around the business benefits of incentive travel, finance and budgeting, operations and execution, program design and delivery, CSR and sustainability. The exam is mainly multiple-choice questions and does not involve any essay-type answers.

9) English is not my first language. Do I get extra time to take the exam?

Yes, you are allowed one additional hour to take the exam as someone who speaks English as a second language. Please let the certification team know if you intend to take advantage of this opportunity in advance. The CITP is currently offered in English only.

10) How and when do I pay for the exam?

After the certification team reviews your application, they will send you a letter confirming your eligibility for the exam and will provide you the link to pay for the exam. If you are a SITE member, you will be given a special discount code to receive the exam rate of \$100 USD

SITE Events & Professional Development Hours

SITE Event	Credit Hours
CIS in person	13
CIS online	3
CITP online prep course	3.5
Global Conferences	10
SITE Classics	3
Incentive Summits	3
SITE Education Session at Partner Event (IMEX, IBTM etc.)	~ 1/course
Knowledge Centre courses/webinars	~ 1/course
SITE Executive Summit	5
SITE Week 2020	~1 hour per webinar or session

Global Conference (10 hours/event)

New Delhi – 2015

Panama City – 2016

N/A – 2017

Rome – 2018

Bangkok – 2019

Vancouver – 2020

SITE Classic (3 hours/event)

Baja Mar – 2015

La Quinta – 2016

Los Cabos – 2017

Palmetto Bluff – 2018

Baja Mar – 2019

Incentive Summit Americas (3 hours/event)

Snowmass – 2016

Vail – 2017

Deer Valley – 2018

Whistler – 2019

Incentive Summit Europe (3 hours/event)

Verbier – 2019