



NALTA CERTIFICATION LIAISON of the organization shall:

- A. Liaison is appointed by the ALTA Board and is a committee member of the NALTA Certification Committee.
- B. Each Liaison is required to attend the ALTA Board Meetings.
- C. Prepare local chapter newspaper articles for the following:
 - Certification manual and information
 - Certification Events of your chapter

D. Each Liaison is responsible for setup of new pre-authorized events for their local CPLTA members in a consistent format.

EXAMPLES

2015 ALTA June 14th Luncheon

2015 ALTA May 15th Seminar

2015 NALTA Conference – Thursday attendance

2015 NALTA Conference – Thurs/Fri attendance

- E. Each Liaison is responsible for determining the amount of credit points each local educational event qualifies to receive upon request from members or hosting organizations.
- F. . Each Liaison approves or rejects re-certification credit requests submitted for review and approval for educational event attendance.
- G. Be available to assist CPLTA members with questions regarding the online CPLTA program
- H. Each Liaison is responsible for providing early notification (Jan. – Feb.) and current point status to local CPLTAs whose five (5) year certification period is scheduled to expire on December 31st of the current calendar year.
- I. Do work shops or study groups for certification review.
- J. Each Liaison is responsible for organizing a two (2) day CPLTA Review & Exam date annually or on an as needed basis, for the benefit of their local chapter and at the discretion of the Liaison.
- K. Present new CPLTAs with certificates and badges at local monthly meetings to the Chapter membership or sends them by mail directly to the new member either at the member's request or the discretion of the liaison.

L. Participate in the monitoring of the CPLTA booth at all NALTA conferences.

M. Attend the annual Certification Committee meeting to obtain updates or changes to Voluntary Certification Program, the CPLTA Manual and study guides, and to stay abreast

of any CPLTA news or goals for the coming year that may need to be conveyed to local chapter.

- a. If Liaison is unable to attend the Annual Certification Committee meeting, they must send a substitute, being an active CPLTA member from their chapter, to act or serve as their representative to the annual meeting.
 - b. Upon prior approval by the current CPLTA Director, travel expenses to and from the annual certification committee meeting will be covered, including airfare or if driving, mileage to and from per the current IRS mileage rate or reimbursement of gas receipts.
- N. Each Liaison should actively solicit local chapter members to become CPLTAs through emails, newsletters and speaking at local events.
- O. Each Liaison must maintain a complete and current list of the CPLTA Review Instructors for their local chapter or at large and provide it to the CPLTA Director, including any updates or changes. This list is approved by the NALTA Board.
- P. Each Liaison and two (2) additional active CPLTAs or two (2) local board members of the liaison's choosing, may have any potential CPLTA instructors present a review on one or more chapters from the CPLTA Review Manual for critiquing and possible recommendation to the CPLTA Director and the NALTA Board of Directors for approval and addition to the Official list of CPLTA Review Instructors.
- Q. Each Liaison is responsible for proctoring or managing re-tests for individual sections of the CPLTA Exam as needed.
 - a. Candidates are permitted 1 hour and 30 minutes for each part of the exam.
 - b. Start and end time for each part of the exam should be written on the envelope.
 - c. Liaisons and Proctors are responsible for timely return of Exams to the Director for grading.
 - d. Instructors can proctor exams.
 - e. Each proctor must sign the envelope.
 - f. Exams should be requested one (1) week prior to exam date.
 - g. Exams cannot be requested for candidates that have not completed the application process including the 45 day publication requirement.
- R. Each Liaison is responsible for setup of new CPLTA member accounts in the Online Tracking System for newly certifying CPLTAs in their local chapter.
- S. Each Liaison is responsible for providing new CPLTA members with the following information:
 - a. CPLTA Online Tracking System MEMBER INSTRUCTIONS presentation.
 - b. CPLTA Voluntary Certification Program Guidelines.
- T. Each Liaison is responsible for contacting all CPLTAs in their local chapter or at-large at least twice each year to ensure each CPLTA knows to contact their liaison regarding issues or questions pertaining to the CPLTA Program, Recertification credits or use of the Online Tracking System.

- U. Each Liaison is eligible for two (2) credits per year for serving as a Liaison; not to exceed 10 total credits within a five (5) year period.
- V. Each Liaison is eligible for one (1) credit per hour for proctoring a CPLTA Exam; not to exceed 10 total credits within a five (5) year certification period.
- W. Each Liaison is eligible to receive two (2) credits for every hour of instruction; not to exceed 10 total credits within a five (5) year certification period.
- X. Each Liaison shall protect the integrity of the CPLTA process from commercial exploitation and member abuse.