



DEFENSE TRAVEL MANAGEMENT OFFICE

Travel Certificate Program Frequently Asked Questions

I. Frequently Asked Questions

1. What is the Travel Certificate Program?

The Travel Certificate Program (TCP) is a knowledge, skill and assessment-based professional development program to validate the capabilities of personnel who manage travel for the Department of Defense. This program is designed to be a comprehensive program that assists in standardization of the knowledge and skills of travel managers across the department.

2. How does it work?

An interested person applies for a travel certificate program. Each candidate must identify their supervisor and an individual to serve as their endorser. After the application is approved, the curriculum is available for the candidate to complete. The curriculum includes training modules, a developmental activity, and validation of organizational knowledge. Completing a final assessment and a program evaluation are the final two steps before certificate issuance.

3. Who should participate in the TCP?

Defense Travel System (DTS) Defense Travel Administrators and Authorizing Officials belonging to an organization or chain-of-command that supports this training opportunity should participate.

4. Where is the application for the TCP?

The TCP application is located in the *Travel Certificate Program* tab within the Training Center section of [Travel Explorer \(TraX\)](#). The *Travel Certificate Program* tab becomes visible when a role is selected that matches an available type of certificate. *(As of February 2016, the DTA and AO Certificates are available in the drop down on the Travel Certificate Program Introduction Page.)*

5. How long does a candidate have to complete a certificate?

The completion time varies by certificate. For the DTA Certificate, a candidate has 1 year to complete the program. For the AO Certificate, a candidate has 360 days to complete the program.

6. How much time will the TCP take?

Each certificate has its own completion range.

Completion time for the DTA Certificate will vary based on the candidate's experience level and other factors. The estimated time for completion ranges from 20 to 40 hours.

The estimated time for completion of the AO Certificate ranges from 6 to 9 hours.

7. Are there any prerequisites for the TCP?

No.

8. I have completed some training in TraX. Will I be given credit in TCP for this training?

Yes, unless the training has undergone a major update and a new version is available.

9. Do I need to take a test to earn a certificate?

Yes. In TCP, the test is called the “final assessment.”

10. What is a Developmental Activity and what does it require?

For the DTA Certificate, the Developmental Activity tests a candidate’s ability to set up a fully functional DTS hierarchy, from creating an organization to approving a claim for travel allowances and expenses.

To complete the activity:

- 1) Attend the distance learning class titled, *Developmental Activity Prep*. This class outlines the activity requirements and provides the instructions for completion.
- 2) Complete the activity and submit your final results. (Successful completion of the activity will be indicated when the bubble next to the *Developmental Activity Results* turns green.)

For the AO Certificate, there is no developmental activity. Critical skills required are facilitated in a distance learning class titled *Vital AO Skills Applied*.

11. If I am identified as an endorser, what are my responsibilities?

The endorser is an individual in the applicant’s organization/chain-of-command who:

- a. **Accepts** a candidate into the certificate program.
- b. **Validates** a candidate’s organizational knowledge.
- c. **Endorses** a candidate (using the Endorser Dashboard).

For more information, consult the [TCP Guide](#).

12. Where can I get a list of TCP requirements?

Consult the [TCP Guide](#), Appendix A, under ‘Certificate Details.’

13. How long does each training module take?

Each training module is different. For each training module listed in the curriculum, selecting the Information icon will show a description and an average completion time. *(At this at this time, due to a display error, some course seat times will show as “N/A” on the status page. This will be fixed at the earliest opportunity.)*

14. What if I don’t see the Travel Certificate Program tab in TraX?

Within the Training Center, click on the *My Roles* tab at the top and ensure the DTA role is selected.

15. How do I register for one of the distance learning classes on my curriculum page?

Select the calendar icon, and a list of class dates/times will appear.

16. When I select “Developmental Activity Results” why are there no class offerings?

You do not need to attend this class; we use this functionality as a means of “issuing credit” for a completed portion of the curriculum. You will be given credit for this module when you complete the developmental activity requirements..

17. Can I get credit for a distance learning class when attending as a group (like I can for non-TCP classes)?

We prefer you register individually in TraX, so we may apply credit toward your curriculum.

18. Is there a specific order to complete the curriculum?

For maximum benefit and based on your experience level, we do have a recommendation even though there is no required order within the *Status Screen*.

For the majority of candidates working on the DTA Certificate, we recommend that you complete all of the web-based courses before completing the *Developmental Activity*. This provides the opportunity to learn the skills required to complete this activity. An exception to this is when a DTA has extensive experience in DTS (from creating organizations to document processing) and has worked in the training system.

For the AO Certificate, we recommend working on the curriculum in the order presented on the screen, though there is no required order within the *Status Screen*.

II. Resource Links

- DTMO Website, Training Resources Page (<https://www.defensetravel.dod.mil/site/eLearning.cfm>)
- [Travel Certificate Program Guide](#)