

CCTM: CERTIFIED COMMUNITY TRANSIT MANAGER PREPARATORY CLASS AND EXAM SEPTEMBER 21–23, 2010



Presented by Community Transportation Association (CTAA)
Instructor: Michael Noel, Lazaro & Noel, LLC

Sponsored by the **Massachusetts Rural Transit Assistance Program (MARTAP)**, co-sponsored by the **NorthEast Passenger Transportation Association (NEPTA)**.

Certified Community Transit Manager (CCTM)

CCTM status marks the greatest performance and highest efficiency in the community transportation industry; it is proof of the ability to manage a comprehensive and dynamic community transportation system.

As a CCTM, individuals will receive a certificate acknowledging the successful completion of the certification requirements. When certified individuals present programs or instruct workshops at CTAA sponsored events, their certification status will be recognized. Certification status will be shared with the CTAA membership through periodic listings in the CT Magazine. In addition, certification status will be included in a "Register of Certified Community Transit Managers" publication.

CTAA will provide a two-day CCTM preparatory class, followed by a CCTM exam. This two-day course reviews all of the management skills (Human Resources, Operations, Transit Development, Procurement and Contracting, Financial Management) covered in the CCTM examination.

Registration Fee:

\$70 per person

Includes

- Application fee and manuals, two-day preparatory class (September 21 & 22), examination fee and exam (September 23).
- Continental breakfast, lunch and breaks all three days.



Training Location:

Union Hall, second floor
Union Station
2 Washington Square
Worcester, MA 01604-4016

Class Outline

Day 1—September 21

8:30 am - 4:30 pm

- Registration
- Human Resource Management
- Financial Management

Day 2—September 22

8:30 am - 4:30 pm

- Operations Management
- Transit Development
- Procurement and Contracting

Day 3—September 23

9:00 am - Noon

- Exam

There are five sections to the exam, each of which contain objective questions and an essay. Each section takes approx. 30 minutes to complete. In order to be certified as a CCTM, the applicant must receive a passing score in each of the five areas. Fee covers one re-take per applicant. Refer to www.ctaa.org ([training link](#)) for complete information.

Massachusetts
Rural Transit
Assistance Program



PHONE: 877-MARTAP1 (627-8271)

FAX: 508-698-2002

EMAIL: INFO@MARTAP.ORG

VISIT WWW.MARTAP.ORG FOR PROGRAM INFORMATION

Event co-sponsor



Certified Community Transit Manager (CCTM) Preparatory Class and Exam

REGISTER TODAY - Class size is limited

Send payment and registration form to: **MArtap, PO Box 155, Foxboro, MA 02035** or by fax **(508) 698-2002** OR **REGISTER** on line at www.martap.org.

Pre-registration is required - All registrations will be confirmed via email. MArtap Scholarships are available, visit www.martap.org, link to *more MArtap programs*.

Hotel Accommodations: Hampton Inn, Summer Street, Worcester, MA (508-757-0400). The discount rate is \$109 plus tax. Be sure to mention MArtap when registering.

-----✂-----

REGISTRATION

Name: _____ Title: _____

Organization: _____ Agency Type : _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: () _____ Fax: () _____ Email: _____

\$70 Registration fee includes:

- Application fee and manuals, two-day preparatory class, examination fee and exam.
- Continental breakfast, lunch and breaks all three days.

Mail your registration form and payment: MArtap, PO Box 155, Foxboro, MA 02035. Any questions, please contact Carol Tally, c/o MArtap at 877-MArtap1 (627-8271).

Help MArtap keep you informed.....The Massachusetts Rural Transit Assistance Program (MArtap), on behalf of MassDOT, would like to keep you updated on all of the programs MArtap has to offer. Please be sure to keep us posted of any contact information changes.

Please supply your email address _____.

MArtap
PO Box 155
Foxboro, MA 02035
877-MArtap1 (627-8271)
Fax: 508-698-2002
Email: info@martap.org
Website: www.martap.org

Event co-sponsor
NEPTA
PO Box 438
Foxboro, MA 02035
800-NEPTA01 (637-8201)
Email: membership@nepta.org
Website: www.nepta.org