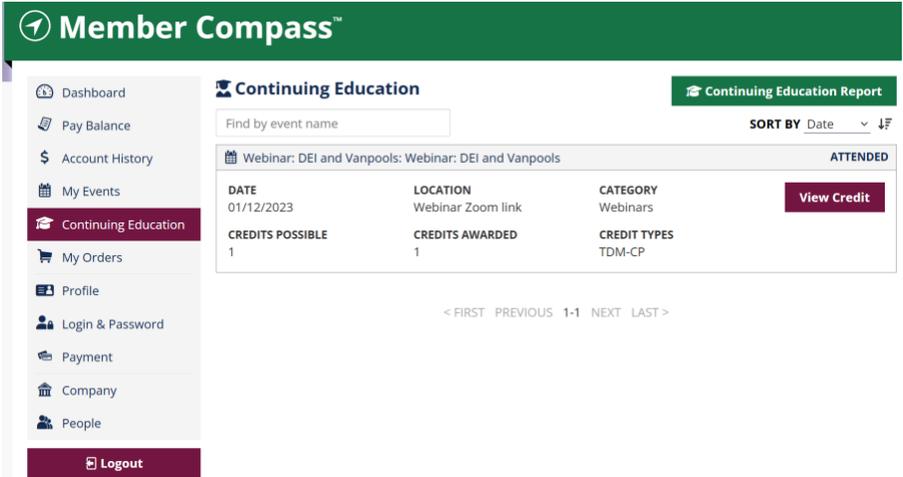


Guide to TDM-CP Recertification Credit Opportunities

This guide serves as a centralized reference for individuals seeking to maintain their certification by participating in qualifying activities such as conferences, trainings, professional contributions, and other relevant engagements. Whether you are planning your credit-earning activities for the year or looking to confirm the eligibility of a specific experience, this resource is designed to provide clarity, structure, and support throughout your recertification journey.

It is highly recommended that you regularly log into your Member Compass on the ACT website (www.actweb.org) to view Continuing Education credits awarded to you for many of the ACT hosted professional development opportunities and even some of the leadership opportunities.



All dates must be within your 2-year certification window, for example, if your term started January 1 and your certification period began May 1, please enter May 1 as your term start date (same for end date). For events, publications, awards, and a few other opportunities, the completion date required is the date of the event, publication, award, etc.

If a credit opportunity requires pre-authorization from the Certification Board of Trustees, please send an email to certification@actweb.org prior to submitting your request.

Leadership Credits

Name	ACT National Board Committee Member - NOT an Officer
Credits	15 credits/year/committee. Earned at 1.25 credits/month
Unit of Participation	Number of Months Served
Description	Served as an appointed member of an ACT National Board Committee (not an officer). Please provide committee name and term start/end dates.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	ACT National Board Committee or Council - Officer Position
Credits	20/credits/year. Earned at 1.67 credits/month
Unit of Participation	Number of Months Served
Description	Serve as Chair, Vice Chair, or Secretary for an ACT Council or National Board Committee. Please provide board position and term start/end dates.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	ACT National Board Directors or Certification Board of Trustees
Credits	20/credits/year. Earned at 1.67 credits/month
Unit of Participation	Number of Months Served
Description	Serve as Chair, Vice Chair, or Secretary for an ACT Council or National Board Committee. Please provide board position and term start/end dates.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	ACT national conference/event planning committee member
Credits	10 credits/committee. Max 20 credits per certification cycle.
Unit of Participation	Committee (enter 1 if submitting for one committee, enter 2 if serving on two)
Description	Served as a member of a national planning committee for an ACT conference or event. These may include the International Conference, TDM Forum, TDM Week, Spring into TDM, or other similar events. Please provide committee name and term start/end dates.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – Name of event planning committee
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	Author approved study material for TDM-CP exam
Credits	20 credits/material. Credits may continue to be claimed, once per cycle for each material authored, for as long as the material is used by the CBOT.
Unit of Participation	Number of materials created

Description	Write or co-author authorized study material for certification exam – topic and final content must be approved by CBOT.
Start Date	Not Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required
Documentation	Required – upload copy of material

Name	Author article for ACT’s Connections Newsletter or Public Policy Newsletter
Credits	10 credits/article. Max 20 credits/year. Max 30 credits/cycle.
Unit of Participation	Number of articles written
Description	Write an article or thought piece that is published in ACT’s Connections Newsletter or Public Policy Newsletter.
Start Date	Not Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – include month/year of newsletter
Documentation	Required – upload copy of article

Name	CBOT Committee Member - NOT a Trustee
Credits	15 credits/year. Earned at 1.25 credits/month.
Unit of Participation	Number of Months
Description	Volunteered to serve as a member of the Marketing, Item Writing, or Exam Preparation Committee.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – provide the name of the committee
Documentation	Required – upload an email or other document confirming your participation.

Name	Chapter Board - Officer Role
Credits	20 credits/year. Earned at 1.67 credits/month.
Unit of Participation	Number of Months Served
Description	Served as an officer (President, VP, Secretary, or Treasurer) for an ACT Chapter Board. Please provide board position and term start/end dates.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – Position and Chapter
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	Chapter Board of Directors - NOT an Officer
Credits	15 credits/year. Earned at 1.25 credits/month.
Unit of Participation	Number of Months Served
Description	Actively served in an elected or appointed position on an ACT Chapter Board (not an officer). Positions may include Director or Committee Chair.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – provide position title
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	Chapter Event Planning Committee
Credits	10 credits/event planning committee. Max 20 credits/cycle
Unit of Participation	Number of Chapter Event Committees
Description	Actively participated as a member of a chapter event planning committee.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Required – provide the chapter and event name.
Documentation	Required – upload a screenshot of the post.

Name	Conduct an approved certification workshop or training course
Credit	15 credits/workshop or training. Max 30 credits/cycle.
Unit of Participation	Number of Workshops or Training Courses
Description	Conducted an approved certification workshop or training course.
Start Date	Not Required
Completed Date	Required – date of workshop/training course
Provider	Not Required
Short Description	Required – provide the name of the workshop/course
Documentation	Required – upload agenda/plan for workshop or training course.

Name	Council Committee Chair - not an officer
Credits	15 credits/year. Earned at 1.25 credits/month. 30 credits max/cycle.
Unit of Participation	Number of Months Served
Description	Actively served as a Committee Chair for an ACT Council (not an officer).
Start Date	Required

Completed Date	Not Required
Provider	Not Required
Short Description	Required – provide position title and description of your role
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	Judge or review ACT National Awards, or conference session proposals
Credits	5 credits/instance. 15 max credits/year. 30 max credits/cycle.
Unit of Participation	Number of Times Volunteered to Judge
Description	Served as a judge or reviewer for ACT conference session proposals, ACT National Awards, or other national based award programs.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Required – identify your role (judge or reviewer) and for which event or award you served as a judge.
Documentation	Required – upload proof of position (i.e. screenshot from website or email)

Name	Leadership in a TDM organization other than ACT
Credits	5 credits/organization. Max 10 credits/cycle
Unit of Participation	Number of organizations participated in.
Description	Serve as a volunteer leader in a demonstrated local, regional, or state TDM organization other than ACT. Organizations for which you receive compensation for participation including employment or consulting services do not qualify.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – provide the name of the organization, your role within the organization, and hours per month committed to the organization.
Documentation	Required – upload a document that confirms your participation (i.e. listing on website, letter from organization, etc.)

Name	Meet with a Member of Congress or their staff
Credits	10 credits/meeting. Max 20 credits/cycle
Unit of Participation	Number of Meetings with Held
Description	Served as a judge or reviewer for ACT conference session proposals, ACT National Awards, or other national based award programs.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Required – provide name of office met with, participants' names, subject matter discussed, and outcomes.

Documentation	Required – upload evidence of meeting (calendar invite, email confirmation, photo, summary notes, etc.)
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Name	Meet with legislative representatives in your state (10 credits/meeting)
Credits	10 credits per meeting. Max 10 credits/cycle
Unit of Participation	Number of Meetings with Held
Description	Met with legislative representatives in your State to discuss for support of TDM.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Required – provide name of office met with, participants' names, subject matter discussed, and outcomes.
Documentation	Required – upload evidence of meeting (calendar invite, email confirmation, photo, summary notes, etc.)

Name	Mentee in ACT's Peer Advisory Leaders (PALs) program
Credits	10 credits per meeting. Max 10 credits/cycle
Unit of Participation	Number of times being mentored
Description	Actively participated as a mentee in ACT's Peer Advisory Leaders (PALs) program.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – provide name of Mentor.
Documentation	Required – upload evidence of mentoring (calendar invites, email confirmations, summary notes, etc.)

Name	Mentor an ACT member
Credits	15 credits/mentee. Max 30 credits/cycle
Unit of Participation	Number of Mentees
Description	Actively serve as a mentor for an ACT member for a period of at least one (1) year.
Start Date	Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – provide mentee's name and address, number of calls/meetings with the mentee.
Documentation	Required – upload a brief statement from the mentee acknowledging and describing your mentorship.

Name	Participate in a TDM-CP Survey
Credits	5 credits/survey. Max 10 credits/cycle
Unit of Participation	Number of Survey(s)
Description	Periodically the Certification Board of Trustee will conduct surveys to gather input on the program, exam development, study guide materials and other items.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload a screenshot of survey confirmation.

Name	Post a New Discussion on Connect
Credits	1 credit/post. Max 5 credits/year. Max 10 credits/cycle
Unit of Participation	Number of Posts
Description	You can earn 1 credit for each new discussion topic you add to ACT's TDM Conversations Community on Connect.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload a screenshot of the post.

Name	Publish TDM article, opinion piece, blog post, or letter to the editor
Credits	5 credits/publication. Max 10 credits/cycle
Unit of Participation	Number of Publications
Description	Have an article/opinion piece/letter to the editor published in a non-ACT publication or other industry newsletter on the value, impacts, or benefits of TDM programs or policies. Or participate in a recorded podcast that is made publicly available online.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload a screenshot of the post.

Name	Volunteer as a Conference Buddy
Credits	5 credits/instance. Max 10 credits/cycle
Unit of Participation	Number of Publications

Description	Volunteer to serve as a conference buddy to a new member or first-time attendee at ACT's International Conference. Conference buddies must volunteer for this role through ACT and be assigned at least one (1) person to assist. As a Buddy, the volunteer serves as a point of contact to answer questions in advance of and during the event, meets the individual at least once during the event, and helps introduce the individual to others at the conference.
Start Date	Not Required
Completed Date	Not Required
Provider	Not Required
Short Description	Required – provide name(s) of individuals you were partnered with
Documentation	Required – upload evidence of communication between you and your buddy

Professional Development Credits

Name	Attend ACT International Conference
Credits	20 credits/International Conference.
Unit of Participation	Number of International Conferences Attended
Description	Attendance at ACT's International Conference
Start Date	Not Required
Completed Date	Not Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from your Member Compass

Name	Attend ACT Policy Event or Fly-In
Credits	10 credit/event.
Unit of Participation	Number of event(s) attended
Description	Attendance at ACT policy event or fly-in
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from your Member Compass.

Name	Attend ACT Spring into TDM Event
Credits	15 credits/Event. Max 30 credits/cycle.
Unit of Participation	Event(s) Attended
Description	Attendance at one or more of ACT's Spring into TDM events.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required

Documentation	Required – upload proof of attendance from your Member Compass
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Name	Attend ACT TDM Forum
Credits	15 credits/TDM Forum.
Unit of Participation	Number of TDM Forum's Attended
Description	Attendance at ACT's TDM Forum
Start Date	Not Required
Completed Date	Not Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from your Member Compass

Name	Attend ACT Webinar
Credits	1 credit/webinar. Max 10 credits/year. Max 20 credits/cycle.
Unit of Participation	Number of webinars attended/watched
Description	Attendance at ACT webinar
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from your Member Compass. If requesting credits for webinars watched on-demand, upload a screenshot of the webinar on your screen.

Name	Attend approved professional event or training outside of ACT
Credits	5 credits/event. Max 15 credits/cycle
Unit of Participation	Number of event(s) attended
Description	<p>Attendance at an approved professional event or training outside of ACT. Approval must be requested from the Certification Board of Trustees prior to submitting your credit request to ensure credit approval prior to attendance.</p> <p>Please submit the event to the CBOT at certification@actweb.org for approval and credit amount.</p> <p>These events/trainings could include those hosted by TRB, APA, APTA, AASHTO, NACTO or your local MPO, DOT, TMA or similar agency.</p>
Start Date	Required
Completed Date	Required
Provider	Required
Short Description	Required – provide date event was approved by CBOT for credit use.
Documentation	Required – upload proof of attendance.

Name	Attend approved TDM-CP workshop or training course
Credits	10 credits/workshop or course. Max 30 credits/cycle
Unit of Participation	Number of workshops or trainings attended
Description	Attend a CBOT approved certification workshop or training course.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from Member Compass.

Name	Attend Workshop at International Conference
Credits	10 credits/workshop or course. Max 20 credits/cycle
Unit of Participation	Number of workshops attended
Description	You can earn 10 credits for each conference workshop you attend at the ACT International Conference (typically a 3-hour workshop held on Sunday). Pre-registration is required for each workshop.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from Member Compass.

Name	Book Club Participation
Credits	2 credits/event. Max 12 credits/year.
Unit of Participation	Number of ACT book club events attended
Description	You can earn 2 credits for reading and participating in ACT's Book Club.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from Member Compass.

Name	Chapter Event Attendance
Credits	5 credits/event. Max 20 credits/cycle
Unit of Participation	Number of chapter events attended
Description	Attendance at a professional event hosted by an ACT Chapter - NOT a Spring into TDM event, which can be submitted separately.
Start Date	Not Required

Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from Member Compass.

Name	Chapter Meeting Attendance
Credits	2 credits/meeting. Max 20 credits/cycle
Unit of Participation	Number of chapter meetings attended
Description	Attendance at an official meeting of your chapter (not including the chapter meeting during the International Conference). Chapter meetings must be scheduled and listed on the ACT website to be deemed official.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from Member Compass.

Name	Conduct original research endorsed by ACT or the Center for TDM
Credits	15 credits/publication. Max 30 credits/cycle
Unit of Participation	Number of publications
Description	Conducted and published original research endorsed by the Center for TDM.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload copy of publication.

Name	Conference Speaker or Presenter
Credits	10 credits/session. Max 20 credits/cycle.
Unit of Participation	Session(s) presented
Description	Graduation from ImpACT! Leadership program. Graduates from years prior to certification may request credit for graduation during their first recertification period.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – Upload screenshot of session spoke or presented, or upload other proof of completion.

Name	Conference Workshop Lead
Credits	15 credits/workshop. Max 30 credits/cycle.

Unit of Participation	Enter 1 for Completion
Description	Graduation from ImpACT! Leadership program. Graduates from years prior to certification may request credit for graduation during their first recertification period.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – Upload screenshot of the conference program or email notice of selection.

Name	Council Meeting Attendance
Credits	2 credits/meeting. Max 20 credits/cycle
Unit of Participation	Number of chapter meetings attended
Description	Attendance at an official council meeting (not including the council meeting during the International Conference). Council meetings must be scheduled and listed on the ACT website to be deemed official.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – upload proof of attendance from your Member Compass.

Name	ImpACT! Leadership Graduate
Credits	15 credits
Unit of Participation	Enter 1 for Completion
Description	Graduation from ImpACT! Leadership program. Graduates from years prior to certification may request credit for graduation during their first recertification period.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – Upload proof of completion.

Name	ImpACT! Leadership Program Roundtable Guest Speaker
Credits	10 credits
Unit of Participation	Enter 1 for Completion
Description	Graduation from ImpACT! Leadership program. Graduates from years prior to certification may request credit for graduation during their first recertification period.
Start Date	Not Required
Completed Date	Required

Provider	Not Required
Short Description	Not Required
Documentation	Required – Upload copy of meeting agenda or email confirmation.

Name	Publish case study or fact sheet for ACT website
Credits	5 credits/publication. Max 10 credits/cycle.
Unit of Participation	Publication(s) Published
Description	Write and publish a case study or fact sheet for publication on the ACT website.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – Upload copy of meeting agenda or email confirmation.

Name	Receive ACT's 40 Under 40 Award
Credits	10 credits
Unit of Participation	Award(s) received
Description	Received ACT's 40 Under 40 Award recognition.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – Upload proof of award.

Name	Receive ACT National Award
Credits	5 credits/award. Max 10 credits/cycle
Unit of Participation	Award(s) received
Description	You submitted the winning nomination for an ACT National Award presented at the International Conference.
Start Date	Not Required
Completed Date	Required
Provider	Not Required
Short Description	Not Required
Documentation	Required – Upload proof of award.

Name	TDM Related Academic Course
Credits	5 credits/award. Max 10 credits/cycle
Unit of Participation	Course(s) completed
Description	Completion of an academic course from an accredited institution directly related to the field of TDM (planning, marketing, communications, business, etc.). Courses should be submitted for approval prior to taking to ensure acceptance.

Start Date	Required
Completed Date	Required
Provider	Required
Short Description	Not Required
Documentation	Required – Upload proof of course completion.