

EASTERSEALS PROJECT ACTION CONSULTING

# Travel Trainer Certification



What is travel training certification? | Requirements | How to apply



An innovative certification program co-sponsored by Easterseals and the Center for Urban Transportation Research at the University of South Florida.

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## Travel Trainer Certification

Easterseals Project Action Consulting (ESPAC) offers certification for professional travel trainers. Certified through the Center for Urban Transportation Research at the University of South Florida, the program provides new and veteran travel trainers with the **Certified Travel Trainer** credential. Credits earned through ESPAC, other professional organizations, and work experience can be applied toward the total 60 hours needed for initial certification.



**Travel Trainers** teach people with disabilities, older adults, and any interested traveler how to access and use public transportation independently. Skills needed by professional travel trainers include knowledge of human development and behavior, an understanding of transportation systems and services, and ability to teach the concepts of interaction with both the natural and built environment along paths of travel.

With professional certification, you are letting current and future employers know that you have the skill it takes to confidently and successfully assist individuals who want to learn how to ride buses, subways, rail, and commuter ferries in urban, suburban, and rural settings.

## Become a Certified Travel Trainer by:

- Completing a series of foundation and elective courses
- Preparing a professional portfolio (if requesting to use work experience as a substitute for a course)
- Completing the required 60 credits within 2 years for initial certification
- Passing an online test and verifying completion of a travel training instruction practicum

## Fees & Registration

A schedule of registration fees and discounts is available at [www.projectaction.com](http://www.projectaction.com).

There is no fee for the online test.

## Steps to Certification

All of the following steps should be completed within two years of registration. Step 1 courses must be taken through ESPA Consulting. Step 2 and Step 3 courses may be taken through ESPAC or other organizations.

### **Step 1—Complete Foundation Courses (42 total hours):**

- Introduction to Travel Training Workshop (18 credit hours)
- Elements of a Travel Training Program (12 credit hours)
- Community Connections & Your Role as a Travel Trainer (12 credit hours)



**Step 2—Complete Courses on Required Topics (9 total hours):**

- Street Crossing
- Data collection
- Assessment

**Step 3—Complete Elective Courses (9 total hours):**

- Electives must pertain to travel training and/or the Americans with Disabilities Act and transportation

**Step 4—Certification Test**

- Online test and completion of documented practicum

**Total hours for certification: 60 hours**

## Substituting Work Experience for Credits

If you are a professional in the field of travel training, transportation, human services, education, or a related area, you may be able to substitute your work experience for the Introduction to Travel Training Workshop foundation course.

*Photo credits: Cowlitz Indian Tribe, Dallas Area Rapid Transit, Denton County Transportation Authority, Span-Denton County, Easterseals North Texas & Easterseals Project Action Consulting*



The following credentials must be submitted for review to waive the ITT workshop. A packet of information on preparing your portfolio will be provided.

- Minimum three years' experience as a travel trainer with a minimum of 50% of time dedicated to travel training duties
- Submitted portfolio containing employment information and letter of verification





## Questions

Answers to Frequently Asked Questions about the Travel Trainer Certification program are available at [www.projectaction.com](http://www.projectaction.com) where you'll find complete details on credits, work experience portfolio requirements, and ESPAC courses that apply toward certification.

### Substituting Organization & Event Experience for Credits

All foundation courses will be offered through Easterseals Project Action Consulting.

For courses on required topics and electives, individuals and organizations may submit webinars and workshops for credit consideration. The Center for Urban Transportation Research will review all submissions and designate the number of credit hours for which a course is eligible. Instructions for submitting courses for credit consideration are provided at [www.projectaction.com](http://www.projectaction.com).

### Retaining Your Certification

Once you've successfully completed your Travel Trainer certification, you will want to retain your credentials.

Every two years after initial certification, the following are required:

- 10 credit hours of coursework
- Online test to verify skill retention on travel training topics

### Getting a Jumpstart on Certification

Coursework completed in the past few years may count toward your certification. Confirm your credits with ESPAC if any of the following apply:

- You have completed an Easterseals Introduction to Travel Training Workshop from 2012 to present.
- You completed ADA Coordinator Training Certification Program (ACTCP) courses from 2014 to present.



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