



Dear Douglas,

Congratulations.

On behalf of everyone at The Travel Institute, I am happy to let you know that you passed your CTA test with a grade of 82/B.

There is still one more step to be completed before you can add the CTA designation to your email signature line, business cards and other promotional materials. The CTA Certification Form that came with your test needs to be filled out, notarized and returned to our office as soon as possible. Once that has been received and the work experience requirement has been checked, your certificate will be on its way to you. I have attached one to this email in case you need one. If your notary uses a rubber stamp, you can fax both pages to my attention (Vanessa) at: 781.237.3860.

If you had enrolled through our payment plan, that obligation will need to be completed before the certificate will be issued. You can always pay any balance due early and the certificate will be sent right away.

If you have any other questions, please feel free to contact me, Vanessa, at [vcabana@thetravelinstitute.com](mailto:vcabana@thetravelinstitute.com) or by phone at 800.542.4282 x913.

You should be very proud of your achievement. By taking this step, you have demonstrated that your daily work isn't just a job – you have made it your career.

Again, congratulations on this achievement.

Vanessa Santo-Domingo

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