



## Certified Treecare Safety Professional

### **How to Submit CTSP Enrollment Application**

1. Login to your tcia.org account.
2. Click on the “My CTSP” tab.
3. Navigate to the “CTSP Enrollment Application”, located about ½ way down the page.
4. Eligibility Requirements:
  - a. Review the Eligibility requirements to confirm you meet AT LEAST one of the options.
  - b. Check the box for the eligibility requirement(s) that you meet.
  - c. Please note: the experience listed on your application must confirm the requirements of the eligibility option you have selected.
5. CTSP Safety Pledge:
  - a. Enter your initials to confirm your adherence to the CTSP Safety Pledge.
  - b. Enter today’s date in the “Pledge Date” field.
6. ASTI CTSP Scholarship:
  - a. If you have ALREADY submitted an application for the ASTI CTSP Scholarship, check the box indicating you have done so.
  - b. If you have not submitted an application for the ASTI CTSP Scholarship, do not check this box as it will hold up your CTSP application if the ASTI Team does not have an application on file for you.
7. Arboricultural Work/Internship Experience
  - a. Scroll all the way to the right of the page and click on the “+” icon to add technical field experience in Arboriculture.
  - b. Each position listed needs to have the company name(employer), Job Title, start date, and end date.
  - c. The experience listed should meet or exceed the “Technical Field Experience in Arboriculture” requirements for the eligibility category you selected.
8. Safety Experience
  - a. Scroll all the way to the right of the page and click on the “+” icon to add experience in a professional safety position in another industry and/or positions where you have assumed responsibility for the safety of others.
    - i. Examples: Construction foreman, fire rescue, emergency responder, crew leader, foreman, safety trainer, safety committee member, CPR/FA provider.

Please contact the CTSP Team at [ctsp@tcia.org](mailto:ctsp@tcia.org) with any questions, or if additional assistance is needed.



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- b. Each position listed needs to have the company name(employer), Job Title, start date, and end date.
  - c. The experience listed should meet or exceed the “Professional Safety Position/Responsibility for safety of others” requirements for the eligibility category you selected.
  - d. Please note: being CPR/FA certified does not qualify for this category, you must be a CPR/FA PROVIDER/INSTRUCTOR to qualify.
9. Education
- a. Scroll all the way to the right of the page and click on the “+” icon to add your educational experience.
  - b. The experience listed should meet or exceed the Education requirements for the eligibility category you selected.
  - c. Please note: this section should only include Two- or Four-year degrees. Certifications, licenses, and other credentials do not qualify.
  - d. Please make sure you include the name of the school, Degree Attained (“Bachelors does not qualify, you must list the degree such as “Bachelors in Forestry”), Start and end dates.
10. Submission
- a. To submit your application, scroll to the bottom right of the page and click “Next”.
  - b. You will receive confirmation that your application has been submitted and is under review.
  - c. Your application will be reviewed within 3-5 business days, and you will be notified via email once approved or declined.

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