



Fleet Manager Certificate Program

Maintenance of Certificate: Continuing Education Requirements

Congratulations on deciding to further your professional development by participating in Truckload Academy's Fleet Manager Certificate Program. The Highly Effective Fleet Manager training program is the preparatory option for taking the Fleet Manager Certificate Exam. To earn the Certificate for Fleet Manager (CFM) designation, you must successfully complete the exam with a score of 80 percent or higher and have at least two years of experience as a fleet manager, driver manager, dispatcher or similar job function or combination thereof.

Certificate Maintenance Requirements

Once earned, your CFM designation is good for three years. To maintain your knowledge, you must complete 30 hours of continuing education (CE) credit before your certificate expires. Continuing education credits are calculated on a 60-minute hour (one hour of training equals one CE; 75 minutes of training equals 1.25 CE, etc.).

Participation in education and training programs that enhance the fleet manager's role in a trucking company would qualify for CE credit. Examples would be workshops and general sessions at TCA's Annual Convention, Safety Division Annual Meeting, Refrigerated Division Annual Meeting and Independent Contractors and Open Deck Division Annual Meeting. The education sessions at these events will be identified as those that are applicable for CE credit. TCA's Truckload Academy Webinars On-demand are another source of training for CE credit. Many of these courses are available at no-charge to TCA members.

TCA Live and On-Demand Events

1. Visit <http://truckload.org/upcoming-events> to register for live events hosted every other week and attend the live conference to obtain information about your earning your continuing education credits.
2. Visit <http://truckload.org> and go to Truckload Carriers Association's Online Learning Center. Login and watch any of the recorded sessions available for you. Truckload Academy Webinars are available to all TCA Members without charge on this platform. Each webinar provides an opportunity to earn at least one CE unit by watching the webinar and clicking on Claim Credit when prompted at the end of the webinar.

3. Purchase recordings from the Truckload Carriers Association Marketplace, and upon login to the online learning center, you will have access to each of these.

How to Report and Track CE Credits?

You can track CE credits any way that makes the most sense for you; however, TCA has created a simple way for all learners to self-report any training event. Once you have completed a TCA Live or On-Demand Event, follow these steps:

1. Visit
<https://customer29651bd44.portal.membersuite.com/ContinuingEducation/ReportCredit.aspx>
2. Enter your TCA username and password.
3. Choose the Credit Type "CFM Renewal", indicate the date and quantity received. Enter the Event Name and Event code if applicable and click on Create.
4. Ensure you have completed 30 CE Credits before your certificate expires, which is three years from your exam.
5. The CFM Designation will continue to stay on your record in your Truckload Carriers Association account profile if you maintain your CE Credit Hours.
6. At renewal, contact TCA by emailing truckloadacademy@truckload.org for instructions on renewal verification.