



Mail to:  
351 N Williamson Blvd.  
Daytona Beach, FL 32114  
Phone: 888-272-6911

## CTO Student Recertification Form

Please fill out completely

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

APCO Membership # (if applicable) \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Fax \_\_\_\_\_

Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Certification Expiration date \_\_\_\_\_

### Recertification Requirements:

\_\_\_ I have attended the online CTO refresher webinar within the last 2 months

\_\_\_ I have completed and attached the Continuing Education  
Reporting Form

### Method of Payment \$30 (US Funds Only)

\_\_\_ Check

\_\_\_ Purchase Order (New Jersey mail original PO only)

\_\_\_ VISA Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

\_\_\_ Master Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

\_\_\_ Discover Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

\_\_\_ AMEX Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

## Communications Training Officer Students

Name: \_\_\_\_\_

**You must accumulate a *minimum* of 12 recertification points (1 point per hour) per year through continuing education, for a total of 24 points (24 hours) over the two year recertification period. One point is equal to one hour of classroom time. Continuing education can include taking APCO Institute courses, college courses, in-service training, conference seminars, etc. The recertification refresher webinar for this recertification *cannot* be included in the hours of continuing education until the next recertification cycle.**

[illegible]

Total hours:

I attest that all the information provided on this document is true. I understand that falsifying any information will result in my Communications Training Officer (CTO) certification to be revoked immediately and any payment received will be not be refunded.

CTO Student Name \_\_\_\_\_

CTO Student Signature \_\_\_\_\_

Today's Date \_\_\_\_\_ (Make additional copies as needed)