



TRACI PERSONNEL CERTIFICATION



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ANNUAL RENEWAL INSTRUCTIONS FOR SUBMITTING

STOP: If you are UPGRADING to a new Level please select Upgrade Renewal from drop down menu instead.

Before you begin you will need the following: (3 page application **for Visual Use ONLY** [Download](#) 📄) PC-1001 AR

All personnel employed by TRA Certification International, Inc. are evaluated for conformance with the [requirements of certification](#) with relevant training on an Annual Basis.

You can download a copy of our [Audit Log FORM](#) & [CEU Log FORM](#). (Please note TRA will accept your own preferred Audit and/or CEU log(s) if legible)

- **Continuing Professional Development (CPD)**
 - > **Lead Auditor** or **Auditor** must have successfully completed a minimum of 45 hours of appropriate CPD training and provide evidence of completion.
- **Audit Experience Requirement for Renewal** (tracked on above 'Audit Log' or comparable Log)
 - > **Lead Auditor:** 5 acceptable audits and have been the leader during at least 2 of these audits
 - > **Auditor:** 5 acceptable audits
 - > **Internal Auditor:** 5 audits which total a minimum of 15 hours.
- **Code of Conduct** by TRACI Auditors shall be read again, signed off last page of Application with Audit Logs and CEU's for the previous year.
- **Annual Declaration** by TRACI Auditors shall be read again, signed off last page of Application with Audit Logs and CEU's for the previous year.

Once you've Completed Logs along and scanned Signed documents on your computer you are ready for your

Annual Renewal Renew Now

If you wish to change your status from Provisional or Auditor please

Renew Now with an Upgrade

Download These Instructions