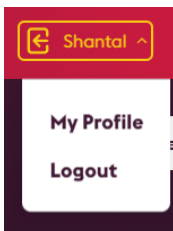




How to download your CTS, CTS-D and CTS-I verification letter

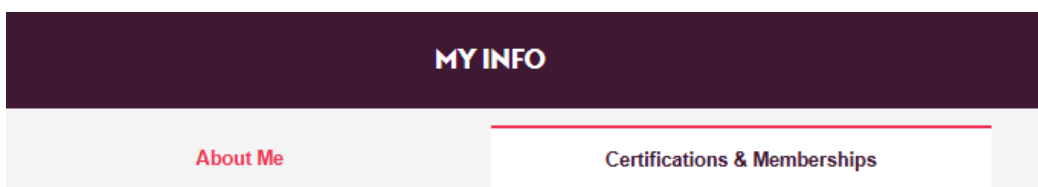
1. Log into your account using your credentials
2. Click on your profile name and select **My Profile** in the drop down menu



3. Once you are in your profile, select **My Info**



4. Click on the **Certifications and Memberships** tab



5. Under Certifications, click on the **CTS Verification Letter** download link

Certifications

[CTS Verification Letter](#) ↓

6. Your verification letter will list all active certifications you hold under the CTS program.



11242 Waples Mill Road
Suite 200
Fairfax, VA 22030
United States
703.273.7200
avixa.org

January 12, 2023

To Whom It May Concern:

This letter is to confirm that ABCDXXXX currently holds the following certifications through AVIXA:

Certified Technology Specialist (CTS)
Certificate Number:
Expiration Date: February 28, 2026

Certified Technology Specialist Install (CTS-I)
Certificate Number:
Expiration Date: February 28, 2026

If you have any questions or concerns, please contact the Certification department at 703-273-7200 or by email at certification@avixa.org.

Sincerely,

Stephen Trapani
Manager, Certification



SAMPLE NOT FOR REPRINT