



EXPANSIONS DOCUMENTATION CHECK LIST
Form 12.6.5

Please complete this form and return it with the required documentation to the IBOC Office.

Please print

Candidate's name: _____

Candidate's address: _____

Telephone: Home _____ Work _____

Email: _____

I enclose (*please tick*):

- An application for an expansion
- A written statement, including professional self-portrayal and description of professional experience as a trainer and/or supervisor in the expanded field.
- A letter of support from a TSTA in the expanded field
- A photocopy of my certification as a TSTA or of my TSTA Contract
- Either** photocopies of certificates of 2 people who have passed their CTA examination for whom I was the primary supervisor OR a copy of my Oral Exam Certification in the new field
- A photocopy of the registration fee