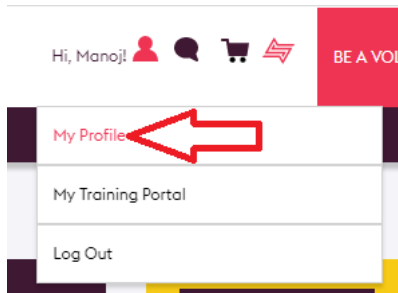
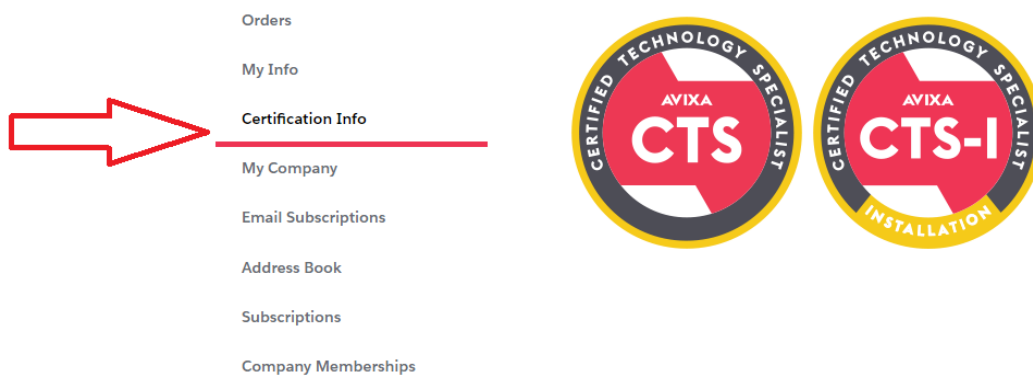


**Easy Steps to Download CTS, CTS-I and CTS-D Verification Letter of your certification.**

1. Log into your account using your credentials
2. Go to My Profile from options on top right side of the webpage



3. Once you are on your profile page click on Certification Info



4. After you are on this page look for this button to download Certificate Letter on top right corner of this page



5. Once you click this button you are able to download a PDF version of your Certification Verification letter



11242 Waples Mill Road  
Suite 200  
Fairfax, VA 22030  
United States  
703.273.7200  
[avixa.org](http://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](mailto:certification@avixa.org).

Sincerely,

A handwritten signature in black ink that reads "Stephen Trapani".

Stephen Trapani  
Manager, Certification



SAMPLE NOT FOR REPRINT