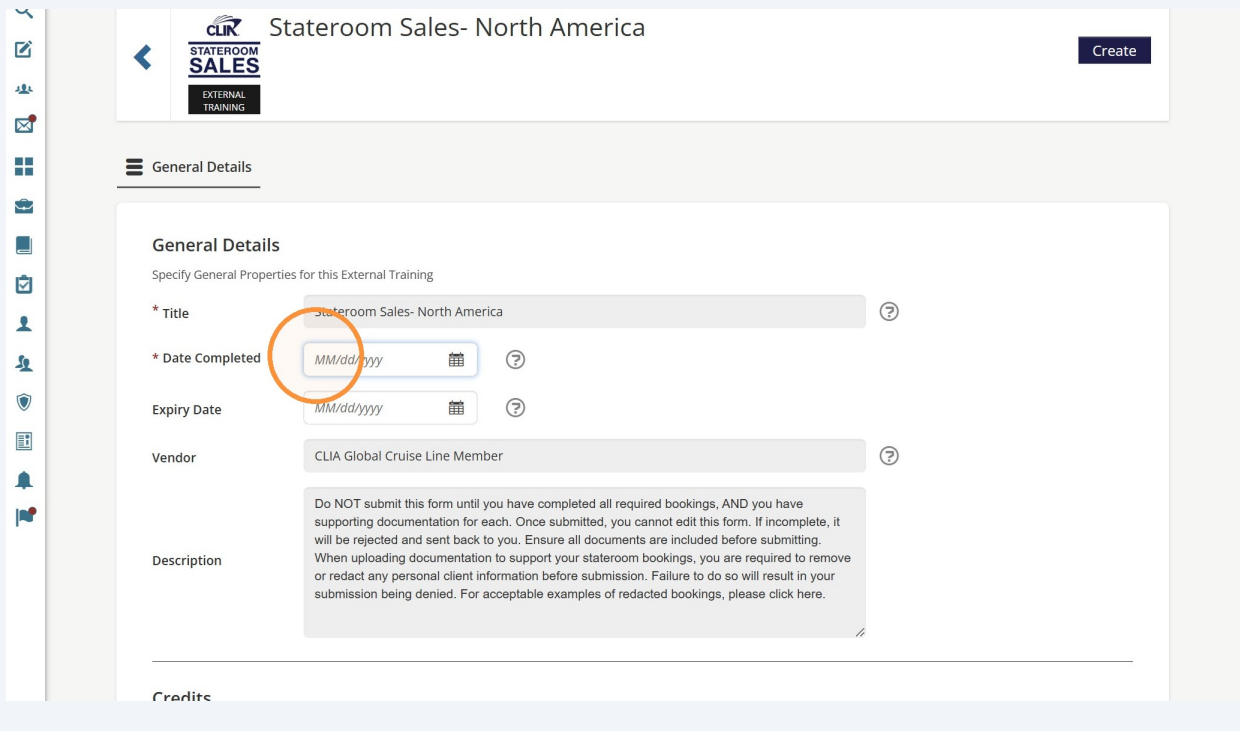


- 1 Click "Add Record"

1

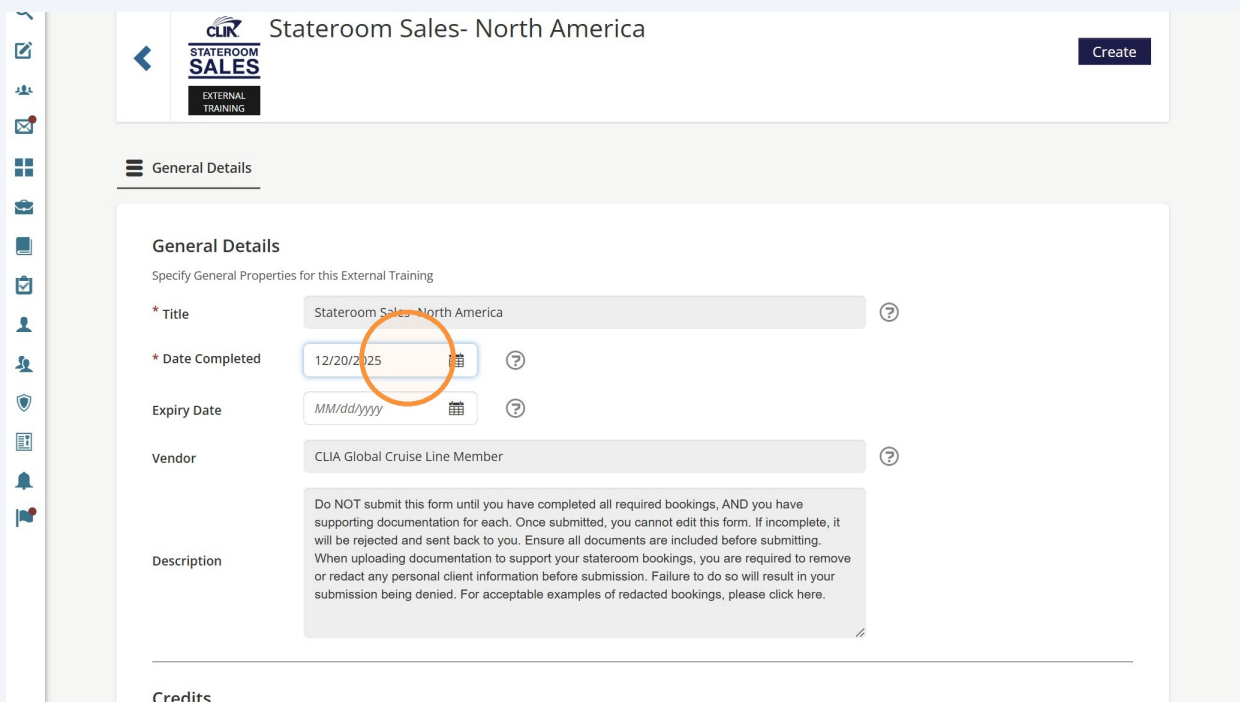
2 Click the "Date Completed" field.



The screenshot shows the 'Stateroom Sales- North America' form. The 'General Details' section is active. The 'Date Completed' field is highlighted with an orange circle. The form includes a sidebar with various icons, a top navigation bar with the 'CLIA' logo and 'Create' button, and a main content area with the following fields:

- * Title: Stateroom Sales- North America
- * Date Completed: MM/dd/yyyy (highlighted with an orange circle)
- Expiry Date: MM/dd/yyyy
- Vendor: CLIA Global Cruise Line Member
- Description: Do NOT submit this form until you have completed all required bookings, AND you have supporting documentation for each. Once submitted, you cannot edit this form. If incomplete, it will be rejected and sent back to you. Ensure all documents are included before submitting. When uploading documentation to support your stateroom bookings, you are required to remove or redact any personal client information before submission. Failure to do so will result in your submission being denied. For acceptable examples of redacted bookings, please click here.

3 Enter today's date. This will ensure your submission is applied towards your current Certification Path.



The screenshot shows the 'Stateroom Sales- North America' form. The 'General Details' section is active. The 'Date Completed' field is highlighted with an orange circle and contains the date '12/20/2025'. The form includes a sidebar with various icons, a top navigation bar with the 'CLIA' logo and 'Create' button, and a main content area with the following fields:

- * Title: Stateroom Sales- North America
- * Date Completed: 12/20/2025 (highlighted with an orange circle)
- Expiry Date: MM/dd/yyyy
- Vendor: CLIA Global Cruise Line Member
- Description: Do NOT submit this form until you have completed all required bookings, AND you have supporting documentation for each. Once submitted, you cannot edit this form. If incomplete, it will be rejected and sent back to you. Ensure all documents are included before submitting. When uploading documentation to support your stateroom bookings, you are required to remove or redact any personal client information before submission. Failure to do so will result in your submission being denied. For acceptable examples of redacted bookings, please click here.

4 Ignore the "Credits" section. Do not add anything.

The screenshot shows a form with a sidebar on the left containing various icons. The main content area has a 'Description' field at the top, followed by a 'Credits' section. The 'Credits' section contains a table with two columns: 'CREDIT TYPE' and 'AMOUNT'. Below the table, there are input fields for 'Type' (with a placeholder 'Type Here To Choose'), 'Amount' (with a placeholder 'Amount' and a help icon), and an 'Add Credit' button. Below the 'Credits' section is an 'Attachments' section with a header 'Attachments 0' and a table with one row and one column labeled 'ATTACHMENT'. The 'Credits' section is circled in orange.

Do NOT submit this form until you have completed all required bookings, AND you have supporting documentation for each. Once submitted, you cannot edit this form. If incomplete, it will be rejected and sent back to you. Ensure all documents are included before submitting. When uploading documentation to support your stateroom bookings, you are required to remove or redact any personal client information before submission. Failure to do so will result in your submission being denied. For acceptable examples of redacted bookings, please click [here](#).

Description

Credits

CREDIT TYPE	AMOUNT

Type

Amount ?

Add Credit

Attachments

Attachments 0

ATTACHMENT

5 Click the "Attachments" field.

The screenshot shows the same form as in step 4, but with the 'Attachments' section expanded. The 'Attachments' section now shows a 'None' status and a 'Select File...' button, which is circled in orange. The 'Credits' section is still visible above it. The 'Create' button is at the bottom right of the form.

Credits

CREDIT TYPE	AMOUNT

Type

Amount ?

Add Credit

Attachments

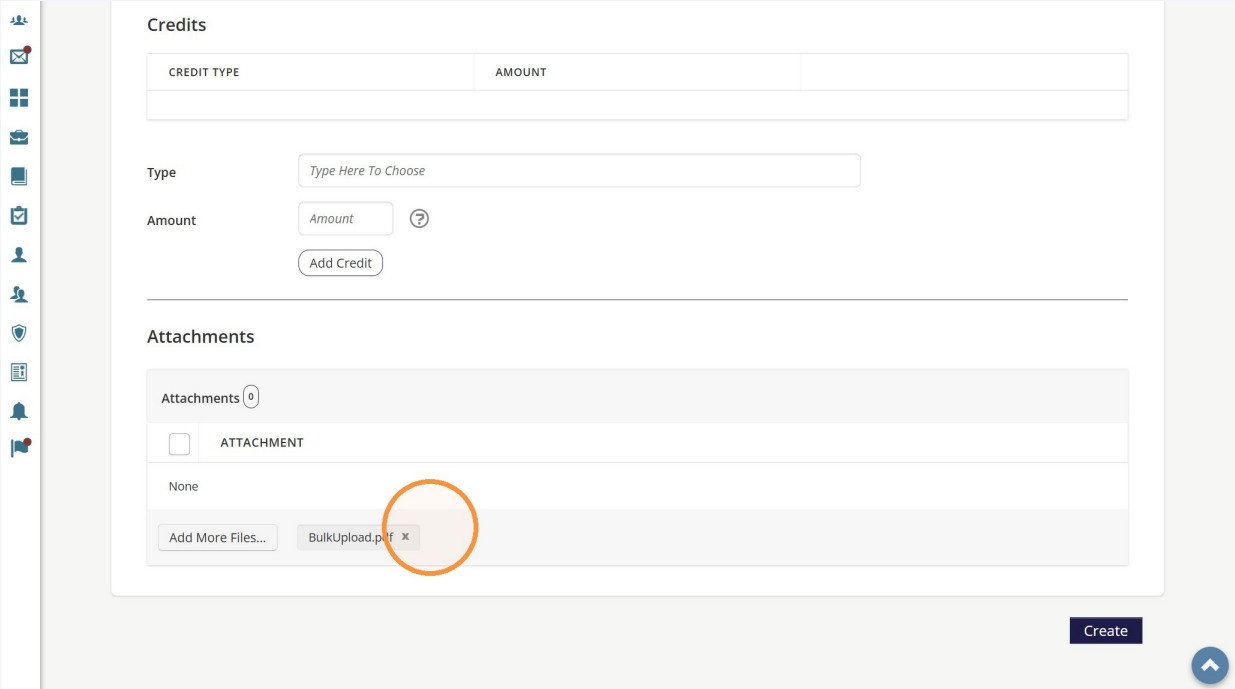
Attachments 0

ATTACHMENT
None
<button>Select File...</button>

Create

6

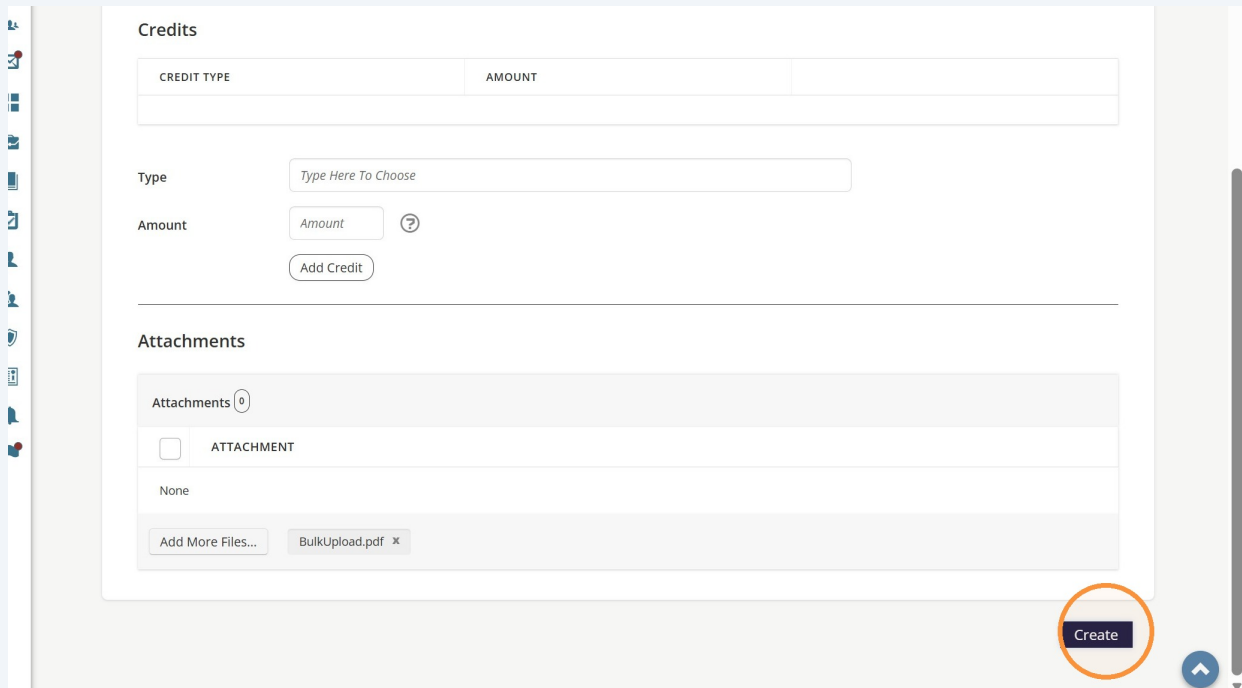
Upload as many files as necessary. Note, you should not submit your External Training Template for Stateroom Sales until you have completed all of them. Once you submit this form, it will be locked until reviewed by a CLIA Staff Member.



The screenshot shows a web form titled 'Credits'. It has a sidebar on the left with various icons. The main form area contains a table for 'Credits' with columns 'CREDIT TYPE' and 'AMOUNT'. Below the table are input fields for 'Type' (with a placeholder 'Type Here To Choose'), 'Amount' (with a placeholder 'Amount' and a help icon), and an 'Add Credit' button. The 'Attachments' section below shows a list of attachments with a table header 'ATTACHMENT' and a row for 'None'. At the bottom of the attachments list, there is a button 'Add More Files...' and a file named 'BulkUpload.pdf' with a close icon 'x'. An orange circle highlights the 'BulkUpload.pdf' file. At the bottom right of the form, there is a 'Create' button and a blue circular arrow icon.

7

Submit your submission for review. Once approved, it will show as "Complete" on your Certification Path.



The screenshot shows the same 'Credits' form as in the previous image. The 'Attachments' section is visible, showing the 'BulkUpload.pdf' file. An orange circle highlights the 'Create' button at the bottom right of the form, next to the blue circular arrow icon.