



## **Guidelines for Professional Membership in OTHM – UK**

### **Step 1**

Fill in in the OTHM application form and collect necessary documents (evidence of qualifications, employment details, updated CV, confirmation of employment and training, awards in Travel, Tourism, Hospitality and Leisure field, or Business or Management or Administration or Leadership position ), along with 2 references and non-refundable processing fee of 10,000 SLR.

### **Step 2**

OTHM approved center will evaluate qualifications and authenticate all submitted documents.

### **Step 3**

Candidate will be called for an interview.

### **Step 4**

Following a successful interview, membership will be recommended to OTHM.

### **Step 5**

The candidate will submit a bank draft in the amount of 55 pounds or local equivalent (currently 12,500 SLR).

### **Step 6**

OTHM will confirm acceptance of a specific membership level (to be determined by OTHM), and will issue a membership certificate accordingly.

### **Step 7**

The approved Centre will present the OTHM certificate to the new member.

NOTE: It is anticipated that the entire membership processing will take 4 – 6 weeks.

## OTHM Membership Criteria

<b>Associate (AOTHM)*</b>	<p>Less than 2 years of experience in an entry level or supervisory management position; or An OTHM Level 5 Diploma or equivalent qualification.</p> <p><i>After 1 year of membership, Associate Members can apply for Member level status providing evidence of an ongoing commitment to Continuing Professional Development (CPD).</i></p>
<b>Member (MOTHM)*</b>	<p>More than 3 years of experience in a management or senior management position; or An OTHM Level 6 Diploma or equivalent qualification or a relevant Honours degree from a recognised university.</p>