

November 26, 2025

TO: CTA Board Member(s)
Service Center Council Chairperson

FROM: Pia VanMeter, Chair
Grant Schuster, Board Liaison
CTA Elections and Credentials Committee

RE: NEA RA Tiering Request

As the 2026 NEA RA slowly approaches, it is time for the Service Center Council (SCC) Chairs to collaborate with their respective Board Members in completing the NEA RA Tiering Request Form. The RA tiering procedure is outlined in Section VI-8 of the [2025-2026 CTA Elections Manual](#). We are continuing to utilize a secure form system to collect tiering information from each Service Center Council.

To access the tiering allocation numbers available on the [Tiering Request Form](#), each SCC Chair has been provided with a unique password. **The Tiering Request Form must be received by the SCC Chair before January 12, 2026, at 4 pm.**

[Your Unique Password](#)
[Code Provided by CTA Elections] *(case sensitive)*

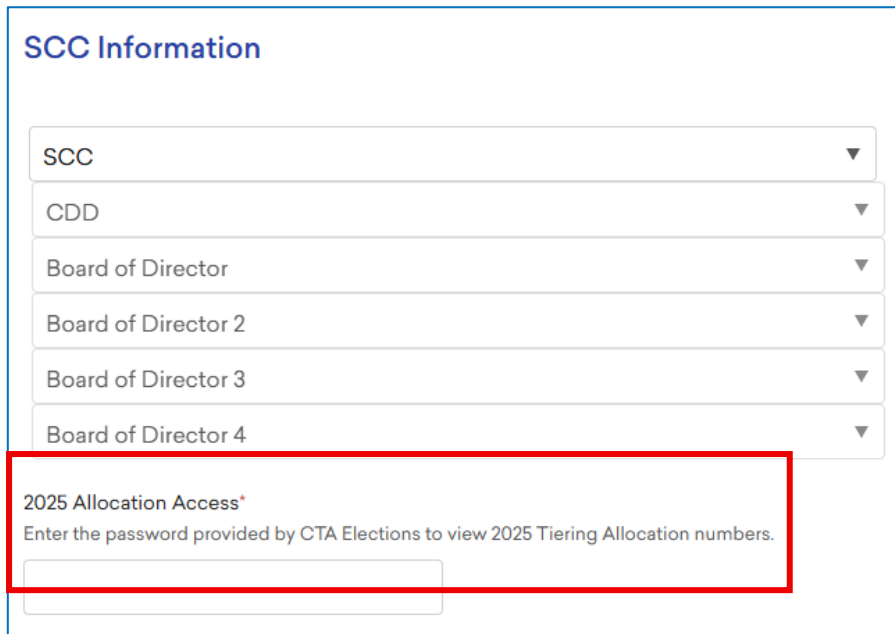
Important Information:

- Do not share or distribute your password.
- The deadline to submit the Tiering Request Form is **January 12 at 4pm.**
- Approval from both the SCC Chair and their respective Board Member(s) is required for tiering approval.

Guide provided on Page 2 ➡

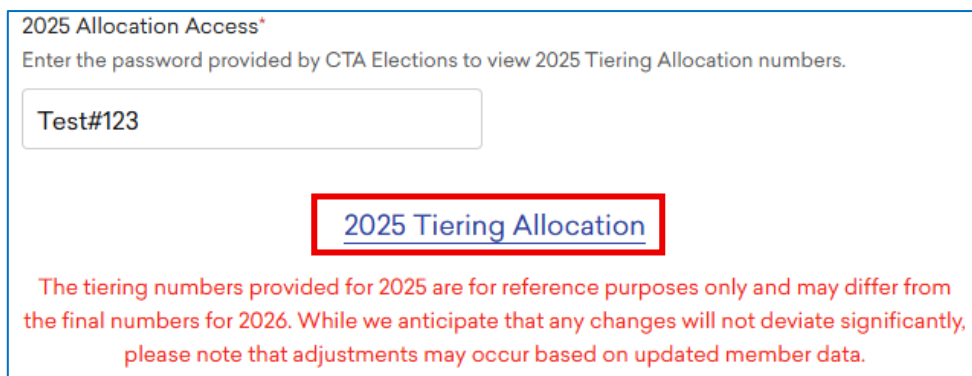
Accessing the 2025 Allocation Numbers

1. Click on the following link to access the form: cta.org/neara_tiering
2. Enter your unique password under “**2025 Allocation Access**”



The screenshot shows a form titled "SCC Information". It contains several dropdown menus: "SCC", "CDD", "Board of Director", "Board of Director 2", "Board of Director 3", and "Board of Director 4". Below these is a section titled "2025 Allocation Access*" with the instruction "Enter the password provided by CTA Elections to view 2025 Tiering Allocation numbers." and an empty password input field. This section is highlighted with a red border.

3. Once you have entered the password, click on the link to open a PDF containing the tiering numbers.



The screenshot shows the "2025 Allocation Access*" section. The password "Test#123" has been entered into the input field. Below the input field is a button labeled "2025 Tiering Allocation", which is highlighted with a red border. At the bottom of the form, there is a red text disclaimer: "The tiering numbers provided for 2025 are for reference purposes only and may differ from the final numbers for 2026. While we anticipate that any changes will not deviate significantly, please note that adjustments may occur based on updated member data."

4. Complete the form, including your signature.
5. After submission, the appropriate Board Member(s) will receive a notification to review and complete their section.

If you encounter any issues accessing the form or completing your submission, please contact us at ctaelections@cta.org.