



A GUIDE TO THE CTSC DESIGNATION

Note

The enclosed document is a DRAFT representation of the CTSC designation pathway.

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Introduction

The Alberta Motor Transport Association, with support from its constituent members and related industry professionals, has developed a professional designation that is designed to recognize the important function and responsibilities of safety and compliance personnel within the transportation industry.

The Certified Transportation Safety Coordinator (CTSC) is an entry-level designation, conferred upon safety and compliance coordinators that have met the minimum standards of experience and knowledge. This individual is capable of assisting in developing and managing a carrier's road transportation safety and compliance programs in part or in whole. This individual is often responsible for providing guidance in the field of safety and compliance as it relates to the carrier's daily administrative operations.

Completion of the designation process confers the right to use the Certified Transportation Safety Coordinator title, and to place the CTSC initials after their name.

This designation should not be interpreted to be an accreditation as it is not a singular recognition of a course or exam completed, rather it is representative of relevant coursework and a demonstrated understanding in a body of knowledge.

Value Statement

Ensuring you have retained a Certified Transportation Safety Coordinator provides peace of mind and a reasonable assurance that, you have retained has met the academic and examination requirements of a provincially recognized authority.

This professional designation carries the full support of the Alberta Motor Transport Association, Alberta Transportation, and the AMTA's member companies.

CTSC Designation Requirements

There are currently 2 requirements to obtaining the CTSC designation:

- Successful completion of the coursework requirements
- Successful completion of the comprehensive knowledge exam

Registration

Prospective candidates are required to submit registration documents to the Alberta Motor Transport Association.

Coursework Requirements

The formal training requirements of a CTSC must provide the necessary foundation, and technical knowledge that a specialist designation would require.

CTSC candidates are required to fulfill course-by-course requirements in the following 7 curriculum subject areas:

1. Legislation, Policies, and Procedures
2. Operational Duties
3. Investigations
4. Public and Personal Safety
5. Data Management
6. Stakeholder Engagement
7. Learning and Development

There are two ways of achieving credit in these 7 fields;

- Successful completion of approved courses offered by the AMTA, or
- Courses that have received advanced standing or equivalencies approved by the AMTA.

Advanced Standing and Transfer Credits

The AMTA may accept Advanced Standings and Transfer Credits. To be accepted for consideration, the appropriate application document must be submitted with the original registration application and the courses being claimed for credit must be current. To be approved for course credit, the course must be comparable to the pre-approved AMTA course.

Allowance of transferrable credit is the final decision of the AMTA. Notice of Approval will be provided within eight weeks of application, to allow for adequate correspondence with extra-jurisdictional institutions if required.

Course credit approvals will be based on two criteria:

1. That the course has a robust assessment or grading component; and
2. That the content of the course covers all of the required topics in the standard course template as assessed through a rubric gap analysis.

Knowledge Based Exam

Exam requirements are established to ensure that individuals who are awarded with the CTSC designation have the requisite discipline-specific knowledge to perform in the capacity of a Certified Transportation Safety Coordinator at the desired level. There are no exceptions or alternatives to the exam portion of the CTSC qualification process. All individuals seeking the CTSC designation are required to complete the exam portion of the process no later than 5 years following their approved application.

There are no limits to the number of times a candidate may take the written exam. The minimum grade to achieve a pass is 70%.

The written exam is based on the CTSC Competency Framework and features questions relative to all 7 areas of knowledge. It is comprised of multiple-choice and long-form question and answer. The supervised and proctored exam must be conducted in person at the AMTA's offices in Edmonton, or Calgary. Off-site examination may be available at designated locations throughout the province of Alberta, and only at the direction and approval of the AMTA.

Registered CTSC candidates are invited to sit the exam upon successful fulfillment of the requisite coursework. Candidates will be notified of their eligibility via email. To register their intent to sit the exam, a candidate must register and pay any associated examination fees.

Accommodation for Disabilities

Reasonable testing accommodations will be made for any individual with disabilities. Reasonable accommodation refers to any adjustment to the examination materials or testing environment that permits a qualified applicant with a disability to perform, without undue hardship to the institution providing accommodation. Documented disabilities are those for which there is a diagnosis by a qualified professional.

The purpose of the accommodation for disabilities is to provide equality, not advantage. Any request for modification that would substantially alter the essential elements of the examination will not be granted.

Competencies of a CTSC

Transportation Safety Professionals require a diverse set of competencies ranging from interpreting legislation to training staff and contractors in various proficiencies. CTSC's must achieve demonstrated competencies in the 7 areas detailed below.

1. Legislation, Policy, and Procedure

CTSC's must be able to demonstrate the ability to apply legislation, standards, policies, and procedures.

2. Operational Duties

CTSC's require the skills and knowledge necessary to provide administrative support in operational preparedness, emergency response operations, and asset coordination. CTSC's must also demonstrate the ability to prioritize operational needs and assess impacts based on available data.

3. Investigations

A CTSC must be capable of demonstrating understanding of incident management, investigation methodologies, evidence handling procedures, interviewing, and cause analysis.

4. Public and Personal Safety

Safety is a critical function of the CTSC's role. A Transportation Safety Coordinator must demonstrate knowledge and skills necessary to maintain their personal health and safety, the health and safety of employees, and the health and safety of the public.

5. Data Management

A Transportation Safety Coordinator encounters varying forms of data throughout their working life. From safety, legislative, and personnel specific data, to the data generated throughout the course of an incident investigation, the CTSC is a keyholder and essential element of a company's data management program. CTSC's must demonstrate an understanding of data management processes, interpretive techniques, and the capability of communicating meaningful information throughout the organization in the most effective way possible.

6. Stakeholder Engagement

CTSC's will often require the support and engagement of diverse groups. Understanding the needs of these groups and how they prioritize various types and methods of communication is critical to success.

7. Learning and Development

CTSC's are required to demonstrate the knowledge and skills necessary to assist in the design of training materials, develop meaningful action plans, and assess success in these efforts.

Approved Courses

The AMTA has approved a number of courses for inclusion in the coursework curriculum. All of the courses identified, will develop the candidate's ability to demonstrate the seven required competencies. Candidates will be required to complete 6 mandatory courses, 2 elective courses, and 8 hours of seminar/conference attendance to meet the minimum requirements and be eligible for sitting the CTSC exam.

Mandatory Courses

Legislation, Standards, and Policies
NSC Program Administration
Health and Safety Program Building
Safety and Compliance Auditing
Organizational Behaviour
Fundamentals of Investigations

Elective Courses (subject to change)

Collision Investigation
NSC Program Auditing
AMTA COR Auditor – Internal
AMTA SECOR Auditor
AMTA Professional Driver Improvement (PDIC) Instructor
AMTA Long Combination Vehicle (LCV) Instructor
Escort Vehicle Operator Safety
Risk Management
Hazard Assessment and Control
Instructor Level Hours of Service
Instructor Level Weights and Dimensions
Instructor Level Commercial Vehicle Inspection
Instructor Level Passenger Vehicle Inspection
Instructional Design and Delivery
NSC Program Management

CTSC Examination

Exam Structure

The CTSC exam will consist of 25 randomly selected questions from each of the 7 identified competency groups, totalling 175 questions.

Exam Delivery

The CTSC exam will be completed electronically on the premise of the AMTA or other authorized school within Alberta.

All occurrences of the CTSC exam will be proctored to ensure that only the registered student may complete the exam.

Exam Frequency

The CTSC examination will be held 4 times per year. Upon completion of coursework, candidates will have an opportunity to write the General Knowledge Examination. A candidate must register to write the exam and pay the registration fee associated with the exam prior to writing.

While a candidate is free to write the exam as often as desired, all exam pre-requisites must continue to be met and remain current prior to examining.

Notification of Certification

Candidates meeting the requirements of the CTSC and having passed the exam, will be providing with notice in writing. Written notice will consist of a letter, addressed to the candidate, sent via mail to their home address on file. At that time, the candidate is permitted to use the CTSC initials and Certified Transportation Safety Professional title.

Maintaining a CTSC Designation

Professional Development

Once you have been granted the CTSC designation, you are responsible to ensure it remains in good standing. This involves continuing to participate in professional development activities that have been approved for credit. The purpose of the professional development requirement is to ensure that CTSC's:

- Enhance their abilities as a safety and compliance practitioner,
- Contribute to the acquisition of new knowledge,
- Remain familiar with any changes to legislation, standards, and best practices within the transportation industry,
- Reinforce existing skills and knowledge, and
- Build new skills and knowledge that will continue to advance their profession.

CTSC's are required to complete 50 Continuing Education Credits (CEC's) per year. The total number of CEC's associated with a course or conference will be identified within the registration documents provided by the AMTA. Third-party courses and conferences that have not been evaluated for CEC approval in advance will require review and consideration prior to CEC's being awarded. It is advised that the CTSC provide documentation relevant to the training or conference in advance of attending to ensure that CEC's will be applied.

Failing to maintain the CTSC designation will result in suspension of the designation. This will be recorded in a letter issued to the individual, updating of the certification status within the CTSC database, and a requirement for the individual to apply for renewal prior to being permitted to reactivate their CTSC designation in the future.

CTSP Code of Ethics

The Alberta Motor Transport Association is committed to upholding the integrity of the designation program. It is an inherent expectation upon all designation holders that they comply with the code of ethics as detailed below.

- Maintain competence in carrying out professional responsibilities, providing sound judgement, and recognizing personal and professional limitations.
- Maintain honesty and integrity when representing their own qualifications and experience.
- Shall not make false claims and will recognize and respect the original work of others.
- Act in a professional manner by protecting the confidentiality of their employer and others, and only disclosing information when authorized to legally do so.
- Continue professional development throughout the life of their career, seeking to maintain, or improve upon, their level of expertise in their field of knowledge.
- Comply with relevant provisions of the designation bylaws, policies, and certification model.
- Not use the certification in such a manner as to bring the certification body into disrepute, and not make any statement regarding the certification which may be considered misleading or unauthorized by the certification body.
- Not convicted of a criminal offense, such as perjury or fraud, which would preclude a CTSP from fulfilling the professional functions of their role.

Violation Resolutions

The AMTA shall investigate any reported violations of the Code of Ethics in a timely and confidential manner, ensuring that the rights and dignity of the designation holder are respected.