



A GUIDE TO THE CTSP DESIGNATION

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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 Professional (CTSP) is a specialist-level designation, conferred upon safety and compliance professionals that have met the minimum standards of experience and knowledge. This individual is capable of developing and managing a carrier's road transportation safety and compliance programs in part or in whole. This individual will often, either directly or indirectly, supervise the day to day functions of others in the organization. This individual is often responsible for providing guidance and acting as a subject matter expert in the field of safety and compliance as it relates to the carrier's daily operations.

Completion of the designation process confers the right to use the Certified Transportation Safety Professional title, and to place the CTSP 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 Professional provides peace of mind and a reasonable assurance that, you have retained an individual who has met the academic, experience, and examination requirements of a provincially recognized authority.

A CTSP is an individual committed to the principles of public safety, loss control, accident prevention, and environmental protection.

CTSP's are required to enhance and maintain their knowledge and skills through a certification maintenance program.

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

CTSP Designation Requirements

There are currently 3 requirements to obtaining the CTSP designation:

- Successful registration within the CTSP designation program
- 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. To be accepted into the CTSP Designation Program, the applicant must possess the necessary pre-requisite experience as described below and possess a career path within the transportation industry in an occupational health and safety, and/or carrier compliance, role.

Pre-Requisite Experience

- 3 years of professional experience in an occupational health and safety role, or
- 3 years of professional experience in a commercial fleet compliance role, and
- Completion of Certified Transportation Safety Coordinator (CTSC), High School Diploma, or jurisdictionally recognized equivalency (GED)

Failing to meet the registration requirements contained herein will result in rejection of the applicants submitted registration forms.

EXPERIENCE REQUIREMENT

Earning the right to use the Certified Transportation Safety Professional (CTSP) designation must be an exercise in demonstrating that you possess the necessary range of knowledge, skill, and experience to achieve the results employers and the public would require of a certified professional. Operating as a professional requires an elevated ability to communicate with others, evaluate needs in accordance with operational variables, and execute on plans to achieve safety and compliance in the transportation industry.

Specific criteria have been developed to define what is meant by “safety experience” and “carrier compliance experience”, as well as what is defined as “professional level”.

There are four aspects to the CTSP experience requirement. Experience must be (1) in the safety or compliance field, (2) at a professional level, (3) for a cumulative duration of three years, and (4) acquired within the previous 7 years.

Validation of Experience

What is the “safety” or “compliance” field?

Safety refers to the position and functions of an occupational health and safety practitioner. As there is little consistency to the titles associated with such roles, some of the duties can be described as followed:

- Planning and leading OHS meetings for their organization.
- Communicating OHS requirements to employees and/or contractors.
- Utilizing procedures and standards to establish conformance to OHS requirements within the organization.
- Receiving, responding to, and investigating cause of near-misses and incidents on behalf of the organization.
- Developing action plans related to OHS functions for use by the organization.
- Conducting training, and evaluating knowledge related to OHS matters on behalf of the organization.
- Coordinating in, or assisting in the coordination of OHS inspections, audits, and/or reviews.
- Providing technical knowledge in the matters of OHS to the organization.

Compliance duties are often added to the “safety” role, however may be conducted as separate professional functions. Some of the duties can be described as followed:

- Training employees and/or contractors in transportation safety requirements, such as Hours of Service, Cargo Securement, Weights and Dimensions, as well as Trip Inspection.
- Monitoring and maintenance of driver and vehicle files.
- Assessing compliance with regulated requirements associated with the operations of the business.
- Development and implementation of policies, procedures, and processes related to assuring compliance with regulatory requirements.
- Functioning as a subject matter expert for and on behalf of an organization in relation to matters of regulatory compliance.

What is “professional experience”?

In determining whether experience is at a professional level, the following factors are taken into consideration:

- Independence of actions.
 - o Relates to the amount of planning, decision making, and autonomy of involvement in work experience.
- Depth of work requirements
 - o Relates to the extent to which work experience requires information analysis and interpretation of relevance.

- Level of interaction
 - o Relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision makers within their organization
- Responsibility of work outcome
 - o Relates to the level of accountability for work and decisions made.

Submission of Experience

There are three (3) requirements to meet when submitting relevant experience for review:

1. Professional resume with detailed employment dates,
2. Submission of a professional reference, and
3. A letter of experience from a current or most recent employer.

It is not required for an individual to have supervisory or managerial experience for it to be accepted as professional in nature.

Candidate Assessment Panel

Determining an individual's level of professional experience may be difficult and necessitate a decision to be arrived at by a panel of current CTSP designation holders. This group is referred to as the Candidate Assessment Panel, herein referred to as the Panel.

The Panel is formed by a minimum of 3 and a maximum of 5 participants. No less than one member of the Panel must be a sitting member of the Designations Sub-Committee, with the balance of members being current CTSP's in good standing. All voting members of the Panel must be volunteers with administrative support provided by the AMTA's Injury Reduction and Training department.

Applying for Validation of Experience

Where an applicant believes they meet the professional experience requirements and has had their CTSP application rejected on the grounds that their experience is deemed insufficient, the applicant may request a review by the Panel. Such a request must be received in writing, no more than 30 days following the rejection of the applicant's original registration documents.

The findings of the panel will be supplied to the IRT Director for implementation by the AMTA.

Coursework Requirements

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

CTSP candidates are required to fulfil 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 Course Equivalency Request Form 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 CTSP designation have the requisite discipline-specific knowledge to perform in the capacity of a Certified Transportation Safety Professional at the desired level. There are no exceptions or alternatives to the exam portion of the CTSP qualification process. All individuals seeking the CTSP 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 CTSP 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 CTSP 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 CTSP

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

1. Legislation, Policy, and Procedure

CTSP's operate as functional experts in matters of transportation safety and compliance and therefore must be able to demonstrate the ability to apply legislation, standards, policies, and procedures.

2. Operational Duties

CTSP's require the skills and knowledge necessary to provide direction in operational preparedness, emergency response operations, and asset coordination.

CTSP's must also demonstrate the ability to prioritize operational needs and assess impacts based on available data.

3. Investigations

CTSP's are often the first call in the event of an incident or emergent situation. A CTSP must be capable of demonstrating understanding of incident management, investigation methodologies, evidence handling procedures, interviewing, and cause analysis. Included in this is the skills required to provide clear and meaningful reporting of findings to the employer.

4. Public and Personal Safety

Safety is a critical function of the CTSP's role. A Certified Transportation Safety Professional 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 Certified Transportation Safety Professional 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. CTSP'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

CTSP'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. CTSP's are required to demonstrate knowledge in the field of Organizational Behaviour as a measure of this competency.

7. Learning and Development

CTSP's are required to demonstrate the knowledge and skills necessary to design 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 8 mandatory, 3 electives, and 8 hours of seminar/conference attendance to meet the minimum requirements and be eligible for sitting the CTSP exam.

Mandatory Courses

Legislation, Standards, and Policies
NSC Program Administration
NSC Program Management
Health and Safety Program Building
Safety and Compliance Auditing
Instructional Design and Delivery
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
Instructor Level Hours of Service
Instructor Level Weights and Dimensions
Instructor Level Commercial Vehicle Inspection
Instructor Level Passenger Vehicle Inspection

CTSP Examination

Exam Structure

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

Exam Delivery

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

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

Exam Frequency

The CTSP 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 CTSP 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 CTSP initials and Certified Transportation Safety Professional title.

Maintaining Your CTSP Designation

Professional Development

Once you have been granted the CTSP 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 CTSP'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.

CTSP'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 CTSP provide documentation relevant to the training or conference in advance of attending to ensure that CEC's will be applied.

Failing to maintain the CTSP 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 CTSP database, and a requirement for the individual to apply for renewal prior to being permitted to reactivate their CTSP 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.