

COURSE EQUIVALENCY APPLICATION FORM

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

Section B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY:

The following must accompany this Equivalency Form:

- Copy of the course certificate and/or training records
- Processing fee payment of \$100.00 +GST (per equivalency request)
- Payment must be received before Certificate is issued

Methods of payment: Debit/Cash (at any AMTA Office), and Credit Card.

Credit Card Number:

Expiry Date:

Card Holder Name:

Signature:

Submit completed form and required documentation to:

Course Administrator
Alberta Motor Transport Association
3599 56 Ave East
Edmonton International Airport, AB T9E0V4
E-Mail: irt@amta.ca
Phone: (780) 395-6140 Fax: (780) 448-0744



Course Description:

NSC Program Administration is task and objective focused, evaluating how to accomplish compliance through action in an existing program. Using a sample carrier, NSCP-A will prepare individuals to administer a log auditing program, manage compliant driver files, and ensure that equipment records are adequate and easily auditable. This course will have significant value to those who are maintaining existing compliance programs and those who want to understand WHAT you need to do, more than WHY you need to do it. It is a pre-requisite for the NSC Program Management class and a component of the Certified Transportation Safety Designation program.

Outcome	Identify and describe content	Location of content in materials provided
<p>Define key concepts within transportation safety legislation.</p> <ul style="list-style-type: none"> • Explain the connection between the National Safety Code and transport safety legislation in Alberta • Locate and apply legislative requirements related to commercial drivers, vehicle, and equipment, including preparation and maintenance of driver and vehicle/equipment files • Explain the legislative requirements related to Safety Fitness and Operating Authority certificates 		
<p>Support the implementation of action strategies.</p> <ul style="list-style-type: none"> • Identify business outcomes and benefits related to legislative compliance • Define and explain “due diligence” in the context of transportation safety • Explain the NSCP administrator’s role in supporting and maintaining legislative compliance 		

Outcome	Identify and describe content	Location of content in materials provided
<p>Request and interpret driver' abstracts and Carrier Profiles.</p> <ul style="list-style-type: none"> • Explain the process and legislative requirements for obtaining driver abstracts • Explain the process for obtaining Carrier Profiles • Review and interpret key information contained in driver abstracts and Carrier Profiles 		
<p>Create and maintain a driver's file system.</p> <ul style="list-style-type: none"> • Identify the documentation required in a driver's file • Identify timelines related to collecting and updating driver documentation • Develop a process for collecting and maintaining driver file documentation 		
<p>Audit drivers' daily logs.</p> <ul style="list-style-type: none"> • Identify the information that must be contained in a driver log • Explain provincial and federal hours of service requirements • Identify common driver log violations including those related to: <ul style="list-style-type: none"> ○ Form & manner ○ Hours of service ○ Potential falsification • Audit sample driver logs 		



Outcome	Identify and describe content	Location of content in materials provided
<p>Create and maintain an equipment/vehicle file management system.</p> <ul style="list-style-type: none"> • Identify the documentation required in a vehicle/equipment file • Identify timelines related to collecting and updating vehicle/equipment information • Develop a process for collecting and maintaining vehicle/equipment information 		
<p>Request and maintain permits.</p> <ul style="list-style-type: none"> • Identify various permit types referenced in legislation • Explain the process for obtaining various types of permits in Alberta 		
<p>Support an ARC audit.</p> <ul style="list-style-type: none"> • Explain the Assessment of Regulatory Compliance (ARC) • List and describe the steps in the ARC audit process • Explain the role of the NSC Program Administrator with respect to an ARC audit 		



Additional Notes:

