



Alberta Motor  
Transport Association

# Canada-Alberta Job Grant Guide

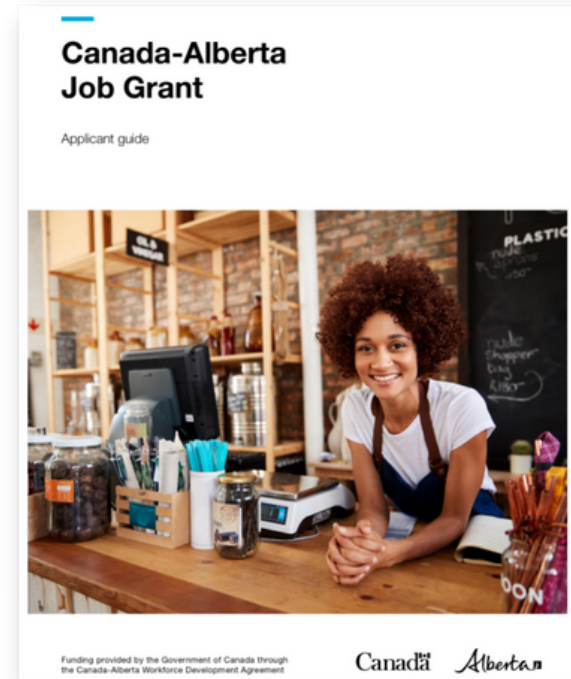
## AMTA and Canada-Alberta Job Grants (CAJG)

AMTA's designation and training programs may be applicable for the Canada-Alberta Job Grants. Eligible employers can receive a reimbursement for up to two thirds the tuition cost.

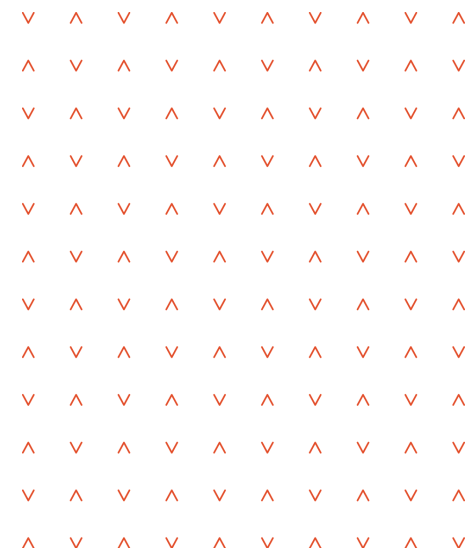
- Minimum 21 hours of training must start within six months of approval and be completed within 52 weeks of start date
- Can apply for more than one course in an application to meet the minimum number of training hours
- Training can be e-learning, part-time, full-time, onsite or in a classroom and must result in a credential
- Once an application is submitted, training can be paid for, however training cannot start before the grant approval date
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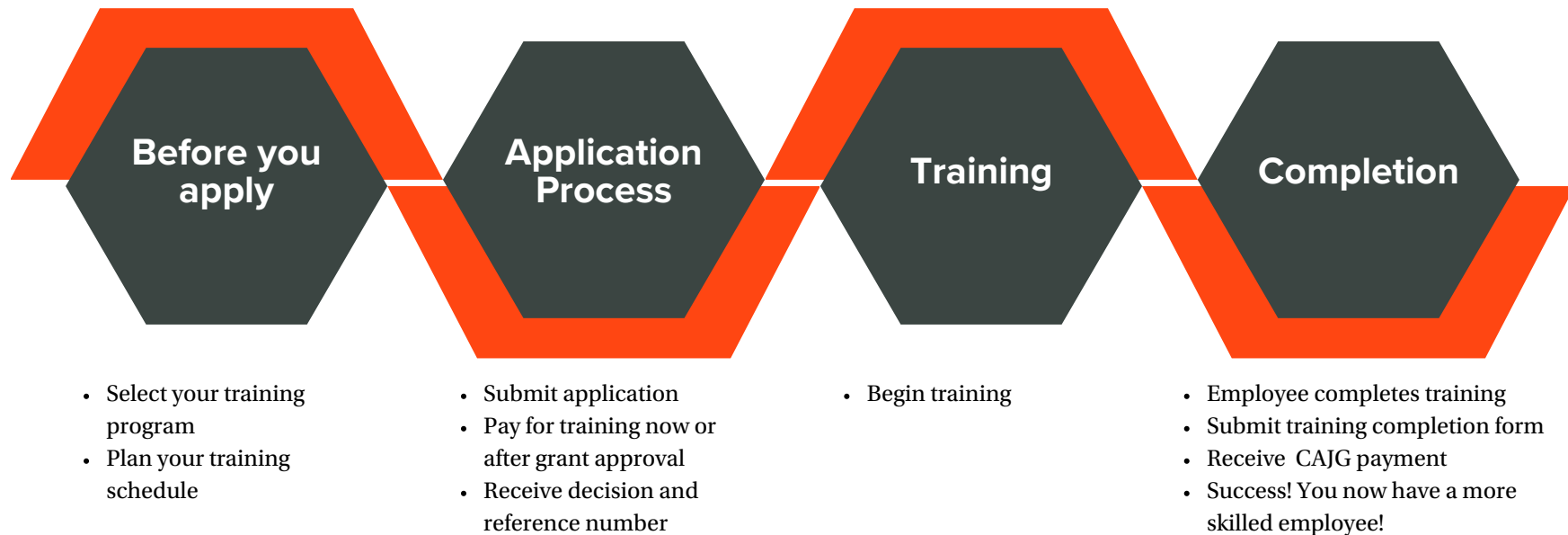
Employers must submit applications electronically through the CAJG Grants Portal available at [alberta.ca/CAJG](http://alberta.ca/CAJG).

All decisions regarding the eligibility of employers, trainees, training providers, training courses and reimbursable costs will be made by the Ministry of Jobs, Economy and Northern Development (“Ministry”) at the Ministry’s sole discretion



For more information and the application guide, please visit <https://www.alberta.ca/canda-alberta-job-grant>





AMTA has provided a complete course outline to assist in your application process, as well as an estimated reimbursement. Fees are subject to change, and reimbursement decisions are made solely by Ministry of Jobs, Economy and Northern Development.

CAJG quick reference guide: <https://open.alberta.ca/publications/canada-alberta-job-grant-quick-reference-guide>

Course Name	Hours of Training	AMTA Member Price	AMTA Member Employer cost with CAJG	Non-Member	Non-Memembr Employer cost CAJG
Collison Investigation	14	\$262.50	\$87.50	\$525	\$175
COR Auditor	14	\$262.50	\$87.50	\$525	\$175
Fundamentals of Auditing	14	\$262.50	\$87.50	\$525	\$175
Fundamentals of Investigation	14	\$262.50	\$87.50	\$525	\$175
Health and Safety System Building	14	\$262.50	\$87.50	\$525	\$175
Instructional Design and Delivery	21	\$367.50	\$122.50	\$735	\$245
Leadership in Transportation	14	\$262.50	\$87.50	\$525	\$175
Legislation, Standards & Policy	14	\$262.50	\$87.50	\$525	\$175
Long Combination Vehicle Instructor Re-certification	7	\$262.50	\$87.50	\$525	\$175
Long Combination Vehicle Instructor Training	14	\$367.50	\$122.50	\$735	\$245

Course Name	Hours of Training	AMTA Member Price	AMTA Member Employer cost with CAJG	Non-Member	Non-Memembr Employer cost CAJG
Managing Injuries in the Workplace	14	\$262.50	\$87.50	\$525	\$175
NSC Program Administration	21	\$367.50	\$122.50	\$735	\$245
NSC Program Management	21	\$367.50	\$122.50	\$735	\$245
Self-Evaluator Certification/ Recertification	14	\$157.50	\$87.50	\$315	\$105
CTSP / CTSC Final Exam	\	\$99	\	\$99	\
CTSP/CTSC Exam Prep Class	\	\	\	\	\
Professional Driver Improvement Course (PDIC): Instructor Non-DEES	28	\$2,500	\	\$2,500	\
Professional Driver Improvement Course (PDIC): Instructor Training Course	42	\$4,000	\	\$4,000	\
Professional Driver Improvement Course (PDIC): Instructor Recertification	7	\$299.00	\$99.60	\$599	\$199



## AMTA Course Objectives

The following pages include the information you will need for your job grant application for each course.

- Collision Investigation - COL
- COR Auditor - COR
- Fundamentals of Auditing - FOA
- Fundamentals of Investigation - FOI
- Health and Safety System Building - HSSB
- Instructional Design and Delivery - IDD
- LCV Instructor Training - LCV
- Leadership in Transportation - LIT
- Legislation Standards and Policy - LSP
- Managing Injury in the Workplace - MIW
- National Safety Code Program Administration - NSCPA
- National Safety Code Program Management -NSCPM





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## Collision Investigation (COL)

### A description of the training course objectives:

Collision Investigation provides participants with a systematic process for responding to collisions, gathering evidence, determining the sequence of events, analyzing root cause(s), and developing recommendations for improvement arising from the investigation.

This awareness-level course provides participants the opportunity to practice their knowledge and skills across several exercises and activities.

The AMTA's Fundamentals of Investigation is a prerequisite to this course.

This is a 2-day course offered through both distance and classroom delivery methods. Key topics addressed include:

- Responding to collisions
- Gathering evidence
- Determining sequence of events
- Determining root cause
- Recommending improvements

This course serves as an elective for both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.

The modules in this course take participants through the collision investigation process from start to finish. The first module establishes the importance collision investigation for carriers and safety professionals and explains how it is different from other types of investigation. From there, the course explores vehicle dynamics and their impact on the investigative process. With the foundation laid, the modules progress through the various elements of collision investigation, from on-scene activities through to completing the investigation report.

Collision investigation has been designed to help you develop the knowledge and skills to be successful at the following:

- Plan and initiate an investigative response to a collision event.
- Collect and preserve evidence and information to support a collision investigation.
- Determine the sequence of events related to a collision event.
- Determine the root cause of a collision event.
- Recommend corrective actions in response to a collision event

### Module 1: Introduction to Collision Investigation – 1 hour

#### Learning Objectives





- Explain how investigating a collision differs from other types of workplace investigation.

**Module 2: Vehicle Dynamics – 2 hours**

Learning Objectives

- Explain the forces of vehicle dynamics that act on vehicles before and during collisions.

**Module 3: Responding to a Collision Event – 1.5 hours**

Learning Objectives

- Explain the actions required to prepare for and respond to a collision.

**Module 4: Gather Information – 2.5 hours**

Learning Objectives

- List the contributing factors that must be considered as part of a collision investigation.
- Describe how various information gathering techniques are used in the course of a collision investigation.

**Module 5: Determining the Sequence of Events – 2 hours**

Learning Objectives

- List the collision events that occur Pre-Scene and On-Scene.
- Review the process of recreating the sequence of events leading up to a collision.

**Module 6: Determining Root Cause – 2 hours**

Learning Objectives

- Apply root cause analysis during a collision investigation.

**Module 7: Identifying Corrective Actions – 1.5 hours**

Learning Objectives

Identify recommendations for improvement based on investigation results.

**Total Instructional Hours:** 12.5

**Review/Final Exam:** 90 minutes

**Total training duration/length:** 2 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 90 minutes
- Open-book exam
- Multiple choice, short answer
- 80% pass grade







The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total training hours:** 14 Hours

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Robert Destree

**Course capacity:** unlimited

**Dates of each training course:** May 17, 2023  
Dec 12, 2023

**Credentials received at the end of the training:** Certificate of completion





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## COR Auditor (COR)

### A description of the training course objectives:

COR Auditor provides the required training for becoming a Certified COR Auditor for AMTA. This course will examine the requirements of a COR auditor and outlines the steps of the COR audit process.

**Participants must submit a student qualification audit within 90 days to achieve Certified COR Auditor status.**

The AMTA's Health and Safety System Building (HSSB), and Fundamentals of Auditing are prerequisites to this course. This also serves as a recertification course.

As a CTSP program elective, this course focuses on the AMTA's COR audit instrument and tool. In addition, it will provide you with critical training in how the AMTA administers its Certificate of Recognition program and will identify how and when to use the skills provided within the Fundamentals of Auditing coursework.

Upon completion of this course, you should be able to:

- Explain the Certificate of Recognition (COR) program and certification cycle.
- Explain the purpose of auditing as it relates to the COR program.
- Explain how COR auditors gather and validate information about an employer's health and safety management system.
- Explain key COR program processes.

### Module 1: Certificate of Recognition (COR) and the Audit Cycle 1 – hr

Learning Objectives

- Describe the COR program and benefits.
- Describe audit activities completed in each year of the COR certification and recertification cycle.

### Module 2: Auditing Theory 2 – hr

Learning Objectives

- Define audit.
- Explain the purpose of auditing.
- Describe the COR auditor's role.

### Module 3: AuditSoft and Key Audit Activities 3 – hr

Learning Objectives





- List the elements reviewed during a COR audit.
- Differentiate between various scoring methods used in the COR audit.
- Describe the three validation techniques used in a COR audit:
  - Documentation
  - Interviews
  - Observation
- Explain the difference between field notes and final report auditor notes.

**Module 4: Steps in the Audit Process 3 – hr**

Learning Objectives

- List and describe tasks that must be completed prior to starting the audit.
- List and describe the nine steps of the COR audit process.

**Module 5: Auditor Certification 1.5 – hr**

Learning Objectives

- Describe the process of becoming a certified COR auditor.
- List the requirements for maintaining COR auditor certification.

**Module 6: Additional Topics 1.5 – hr**

Learning Objectives

- Describe Action Plans and explain when they can be used.
- Define On-Site Audit Review and explain when they are conducted.
- Define a Limited Scope Audit and explain when they are used.

**Total Instructional Hours:** 12

**Review/Final Exam:** 2 hours

**Total training duration/length:** 2 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, true/false
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total training duration/length:** 2 Days

**Total training hours:** 14 hours





**Total cost of the course per person:** Non member \$525 / Member \$262.50

**Name of instructor:**

Carole-Anne Chung  
Martin Muyomba

**Course capacity:** unlimited

**Dates of each training course:** Feb. 28, 2023  
May 16, 2023  
Sept. 26, 2023  
Nov 14, 2023

**Credentials received at the end of the training:** Certificate of completion  
Course completion will be issued for this training to apply to CTSP/C designation; however participants must submit a student qualification audit within 90 days to achieve Certified COR Auditor status.





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## Fundamentals of Auditing (FOA)

### A description of the training course objectives:

Fundamentals of Auditing is a foundational course that provides an introductory overview of auditing process. It will guide students understanding of what auditing is with both contexts (Safety & Compliance) and the benefits of each and the necessary knowledge and skills required to complete safety and /or compliance audits.

The AMTA's Health & Safety System Building is a prerequisite to this course.

This is a 2-day course offered through both distance and classroom delivery methods. Key topics addressed include:

- Theory and practice conducting an audit
- Purpose and goals of auditing
- Various types of audits
- Validation methods
- Skills to gather and analyze information.

This course is a required core course for the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.

### Module 1 - Auditing Theory – 7 hours

Outcomes:

- Explain the purpose and process of conducting an audit.
- Explain the role and responsibilities of an auditor.

### Module 2 - Audit Steps – 6 hours

Outcomes:

- Define and explain the sequence and requirements of the steps used in an audit.

**Total instructional hours:** 13 hours

**Final Review/Exam:** 60 minutes

**Total training duration/length:** 2 Days

### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

### Description of how participant's learning will be assessed/evaluated:

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.





- 60 minutes
- Open-book exam
- Multiple choice, true/false, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** \$525 non-member \$262.50 member

**Name of instructor:** Carole-Anne Chung, Martin Muyomba

**Course capacity:** unlimited

**Dates of each training course:** Feb. 14, 2023  
May 10, 2023

**Credentials received at the end of the training:** Certificate of completion





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## Fundamentals of Investigation (FOI)

### A description of the training course objectives:

Fundamentals of Investigation (FOI) delivers a basic introduction to the steps and processes undertaken as part of an incident investigation. The course content sequencing mirrors the order each step occurs within in a systematic investigative process, and is designed to introduce you to the theory and practice of investigation. The content will explore the purpose and goals of investigation, investigative steps to take at an incident scene, information gathering techniques, cause analysis, and preparation of a final report. Successful completion of this course will prepare you to take additional investigation elective courses offered by the AMTA.

This is a 2-day classroom-based course delivered through interactive lecture and exercises. Practical activities are focused on developing basic skills for application across a variety of incident investigation types.

FOI introduces course participants to:

- Scene management
- Evidence collection
- Interview and questioning procedures
- Incident documentation
- Cause analysis
- Report preparation

*Fundamentals of Investigation is a prerequisite to the AMTA's Collision Investigation and Workplace Investigation courses.*

Fundamentals of Investigation is a required core course for the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designations.

### Module 1 - Purpose of Investigation – 2 hours

#### Outcome:

- Explain the purpose and goal of incident investigation.





**Module 2 - Incident Response – 1.5**

**Outcomes:**

- Describe common methodologies used in investigation.
- Describe the preparation required to initiate an incident investigation.

**Module 3 - Investigating the Incident – 3.5 hours**

**Outcomes**

- Explain the process of securing an incident scene
- List and describe basic investigation skills.

**Module 4 - Identifying Cause – 3 hours**

**Outcome:**

- Explain the process of determining an incident’s root cause(s).
- Recommend corrective action.

**Module 5 - Reporting Findings – 2.5 hours**

**Outcomes:**

- Explain what must be contained in a final incident investigation report.
- Explain the responsibility of the employer to provide reports to other parties and the nature of third-party reporting.

**Total training hours:** 12.5 hours

**Review/Final Exam:** 90 minutes

**Total training duration/length:** 2 Days

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 90 minutes
- Open-book exam
- Multiple choice, true/false, short answer
- 80% pass grade

Participants are required to pass Fundamentals of Investigation before moving on to any additional investigative training elective courses. The facilitator will advise participants of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Tim Reteff, Brooke Ducharme

**Course capacity:** unlimited







**Alberta Motor Transport Association**

1, 285005 Wrangler Way, Rocky View, AB, T1X 0K3  
3599 56 Ave. East Edmonton International Airport, AB T9E 0V4  
T: 1.800.267.1003  
W: [amta.ca](http://amta.ca)

**Dates of each training course:** Feb. 28, 2023  
May 24, 2023  
Nov. 29, 2023

**Credentials received at the end of the training:** Certificate of completion





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## Health and Safety System Building (HSSB)

### A description of the training course objectives:

Confidently create a customized health and safety system for any organization. HSSB teaches participants a systematic, step-by-step process for developing the elements required of a workplace health and safety system. Participants will be provided with templates, resources, and opportunities to apply the knowledge and skills presented in the course.

This is a 2-day course offered through both distance and classroom delivery methods. The course examines the legislative references and content requirements for each of the following Health & Safety components:

- Hazard Assessment and Control
- Qualifications, Orientation, and Training
- Other Parties
- Management Commitment
- Health and Safety Committees/Representatives
- Inspections
- Emergency Response
- Incident Investigation
- System Administration

*This course is a prerequisite to the AMTA's Fundamentals of Auditing (FOA) and Self-Evaluator Certification/Recertification, and COR Auditor. It is also the required course for the COR program.*

### Module 1 - Health & Safety Management Systems (HSMS) – 1 hour

#### Learning Objectives

- Define health and safety management system.
- Explain the benefits of a health and safety management system.
- List the components of a health and safety management system as required by Alberta's Certificate of Recognition (COR) program.
- Explain due diligence.

### Module 2 - Management Commitment - 1.25 hours

#### Learning Objectives

- Describe how policy demonstrates an organization's commitment to health and safety.
- Describe the requirements of a health and safety policy.
- Explain how managers demonstrate their commitment to the health and safety management system.
- Explain how workers participate in the health and safety management system.





**Module 3 - Hazard Assessment – 1.5 hours**

Learning Objectives

- Define hazard.
- Identify various hazard types.
- Explain the legislative requirements related to hazard assessment.
- Explain the process of conducting a formal hazard assessment.
- Explain the process of conducting site-specific hazard assessment.

**Module 4 - Hazard Controls 1.25 hours**

Learning Objectives

- Describe the methods and hierarchy of hazard controls.
- Explain how workers can be involved in the hazard control process.
- Explain the requirement for violence and harassment prevention plans and why they are important.

**Module 5 - Health and Safety Committees and Representatives – 1 hour**

Learning Objectives

- Define
  - Health and Safety Committee
  - Health and Safety Representative
- Explain the duties of Health and Safety Committees and Representatives.

**Module 6 – Qualifications, Orientation, and Training – 1 hour**

Learning Objectives

- Describe various types of training provided to employees.
- Define competency.
- Explain how employers determine employees are competent for their role.
- List information that must be covered in employee orientations.

**Module 7 - Contracting Employers, Visitors, and Other Parties – 1.25 hours**

Learning Objectives

- Explain an employer’s obligation to other parties at the work site under federal legislation.
- List three groups’ employers have responsibilities for in addition to their own employees under provincial legislation.
- Explain a contracting employer’s health and safety responsibilities at the worksite.
- Explain an employer’s health and safety responsibilities to visitors and other parties at the worksite.

**Module 8 – Inspections – 1.25 hours**

Learning Objectives

- Define workplace inspection.
- Differentiate between formal and informal inspections.
- Explain what should be covered by an employer’s inspection policy.





- Describe how inspections should be documented.
- Explain what should be done with completed inspection reports.

**Module 9 - Emergency Response Planning – 1.25 hours**

Learning Objective

- Explain why a written emergency response plan (ERP) is important.
- List the items an employer should include in an ERP
- Describe the process of testing an ERP.
- List the ERP records/documentation that should be kept by an employer.

**Module 10 - Incident Investigation - 1.25 hours**

Learning Objectives

- Describe what must be contained in an employer’s incident investigation policy and process.
- List the steps in incident cause analysis.
- List the topics investigation team members should be trained in.
- Explain what must be contained in an incident investigation report.

**Module 11 - System Administration - 1.25 hours**

Module 11 Learning Objectives

- Explain the importance of two-way communication related to the HSMS.
- Explain how HSMS documentation should be developed, shared, and maintained.
- Discuss information helpful to improving an employer’s HSMS.

**Total Instructional Hours:** 12 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 2 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, matching
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50





**Name of instructor:** Martin Muyomba, Carole-Anne Chung

**Course capacity:** Unlimited

**Dates of each training course:** Jan 31, 2023  
Apr 4, 2023  
May 30, 2023  
Sep 203, 2023  
Oct 31, 2023

**Credentials received at the end of the training:** Certificate of completion





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## Instructional Design and Delivery (IDD)

### A description of the training course objectives:

Instructional Design and Delivery (IDD) appeals to entry-level and intermediate instructors looking to develop or enhance their existing course development and delivery skills. Participants will be introduced to a variety of tools and techniques to develop meaningful training and add value to the classroom experience.

This is a 3-day course offer through both distance and classroom, delivery methods. Students will participate through a series of lectures and hands-on (practical) activities and exercises. Participants will practice the material through several presentations and be offered coaching and feedback designed to improve their confidence and performance as instructors.

Key topic areas addressed in the course include:

- Analyze course requirements
- Identify key learning outcomes and create course framework
- Develop lesson plans
- Present instructional content
- Assess participant learning
- Communicate results and feedback to students

### Module 1 - Getting Started – 2 hours

Learning Objectives

- Needs assessment for course development
- Organizational stakeholders and decision makers
- Using effective interpersonal communication
- Researching for course development
- Conducting a simple needs assessment to support course development

### Module 2: Designing Course Content – 2 hours

Learning Objectives

- Participants will be able to identify key learning outcomes and create a course framework for a transportation safety-related topic of their own choosing.

### Module 3: Basics of Instruction – 3 hours

Learning Objectives

- Participants will select and use appropriate instructional techniques to present a 15-minute lesson based on a transportation safety-related topic of their choosing.

### Module 4: Developing Lessons – 2.5 hours





Learning Objectives

- Participants will be able to develop a lesson plan for one outcome related to a transportation safety topic of their own choosing.

**Module 5: Assessing Learning – 2.5 hours**

Learning Objectives

- Participants will select appropriate methods for assessing student learning.

**Module 6: Giving Feedback Final Exam – 1 hour**

Learning Objectives

- Participants will communicate results and feedback upon completion of a training course assessments.

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will have two assessments. The first is a 15 minute presentation. The second is a final exam will take place at the end of Day 3.

- 1 hour
- Open-book exam
- Multiple choice, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total training hours:** 19.5 hours

**Final Review/Exam:** 1.25 hour

**Total training duration/length:** 3 days

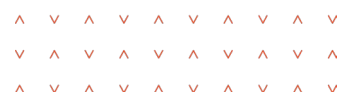
**Total cost of the course per person:** Non-Member \$735 / Member \$367.50

**Name of instructor:** Robert Destree

**Course capacity:** unlimited

**Dates of each training course:** June 13, 2023

**Credentials received at the end of the training:** Certificate of completion





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## Long Combination Vehicle Instructor Training (LCV Instructor)

### A description of the training course objectives:

This course sets participants up to be confident finding, interpreting, and applying the legislation, standards, and policy related to commercial transportation helps carriers and safety professionals ensure their organizations achieve and maintain compliance, positively contributing to safety and success.

Legislation, Standards, and Policy is a foundational course introducing participants to the key documentation which governs compliance and safety across the transportation industry. This course both defines and explains the linkages between legislation, standards, and organizational policy/procedure and provides practical learning opportunities to interpret and apply each. This course also considers how each is applied in federal and provincial workplaces and explains the criteria for establishing jurisdiction. Finally, the course looks at policy and procedure as the tools used by an organization to communicate matters of safety and compliance to workers.

This is a 2-day course offered through both distance and classroom delivery methods. This course begins with a look at:

- various forms of legislation and a basic overview of how they are structured, and the key language (words) used to write them.
- Examine standards and how they are both different but also related to various acts and regulations.
- Introduction to policy and procedure, linking both to the standards and legislation.

The focus of this course is primarily on OHS and commercial vehicle legislation and standards, but the basic principles apply to all areas of law. Later modules in the course examine the differences between federal and provincial employers and the importance of communicating compliance and regulatory information through the use of organizational policy and procedure.

*This course serves as core requirement for both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite to the AMTA's NSC Program Administration.*

### Module 1 - Defining Legislation, Standards, and Policy – 3.5 hours

#### Learning Objectives

- Identify legislation, standards, policy, and procedure documentation
- Explain how legislation, standards, policy, and procedure are both similar and different

### Module 2 - Using Legislation, Standards, and Policy in the Workplace – 3.5 hours

#### Learning Objectives

- Provide examples and explain how legislation, standards, policy, and procedure are applied in the workplace.







**Module 3 - Federal vs. Provincial Worksites – 2.5 hours**

Learning Objectives

- Recognize the difference between federal and provincially governed worksites.

**Module 4 - Legislation and Policy – 2.5 hours**

Learning Objectives

- Use policy to communicate legislative information in the workplace.

**Total Instructional Hours:** 12 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 2 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Brooke Ducharme, Tim Reteff

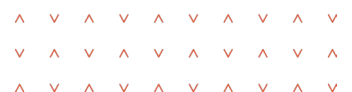
**Course capacity:** Unlimited

**Dates of each training course:** Jan 18, 2023

Apr 19, 2023

Oct 11, 2023

**Credentials received at the end of the training:** Certificate of completion





The AMTA has served as a resource to Alberta's transportation industry since 1938. Our training has been created by industry, for industry. Our AMTA instructors are selected based on their education, knowledge, and demonstrated expertise. Let the AMTA partner with you for your training and employee development needs.

## Leadership in Transportation (LIT)

### A description of the training course objectives:

In this course, learners will be introduced to several key aspects of leadership theory and strategy which can be used to help develop a culture of safety within an organization. This course looks at organizational culture, communication, conflict management, and the dynamics of teams and team building. New and experienced leaders working at all levels of an organization will be able to take away something to help them in their roles.

This is a 2-day course offered through both distance and classroom delivery methods. Leadership in Transportation touches on some key topic areas that relate to your role as a transportation safety professional. Examples for each of these topic areas will focus specifically on transportation safety:

- Organizational culture
- Communication
- Conflict management
- Performance management
- Developing your team

### Module 1 - Organizational Culture and Safety – 3.5 hours

Learning Objective

- Recognize organizational culture.

### Module 2 – Communication – 3.5 hours

Learning Objective

- Communicate effectively with internal and external stakeholders.

### Module 3 - Managing Conflict – 2.75 hours

Learning Objective

- Select and use context-specific conflict management strategies.

### Module 4 - Developing Your Team – 2.75 hours

Learning Objective

- Develop your team

**Total Instructional Hours:** 12.5 hours

**Final Review/Exam:** 90 minutes

**Total training duration/length:** 2 Days

### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person





**Description of how participant’s learning will be assessed/evaluated:**

**Course Assessment**

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 90 minutes
- Open-book exam
- Multiple choice, true/false, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Robert Destree

**Course capacity:** unlimited

**Dates of each training course:** Mar 28, 2023  
Dec 5, 2023

**Credentials received at the end of the training:** Certificate of completion





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## Legislation, Standards, and Policy (LSP)

### A description of the training course objectives:

This course sets participants up to be confident finding, interpreting, and applying the legislation, standards, and policy related to commercial transportation helps carriers and safety professionals ensure their organizations achieve and maintain compliance, positively contributing to safety and success.

Legislation, Standards, and Policy is a foundational course introducing participants to the key documentation which governs compliance and safety across the transportation industry. This course both defines and explains the linkages between legislation, standards, and organizational policy/procedure and provides practical learning opportunities to interpret and apply each. This course also considers how each is applied in federal and provincial workplaces and explains the criteria for establishing jurisdiction. Finally, the course looks at policy and procedure as the tools used by an organization to communicate matters of safety and compliance to workers.

This is a 2-day course offered through both distance and classroom delivery methods. This course begins with a look at:

- various forms of legislation and a basic overview of how they are structured, and the key language (words) used to write them.
- Examine standards and how they are both different but also related to various acts and regulations.
- Introduction to policy and procedure, linking both to the standards and legislation.

The focus of this course is primarily on OHS and commercial vehicle legislation and standards, but the basic principles apply to all areas of law. Later modules in the course examine the differences between federal and provincial employers and the importance of communicating compliance and regulatory information through the use of organizational policy and procedure.

*This course serves as core requirement for both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite to the AMTA's NSC Program Administration.*

### Module 1 - Defining Legislation, Standards, and Policy – 3.5 hours

#### Learning Objectives

- Identify legislation, standards, policy, and procedure documentation
- Explain how legislation, standards, policy, and procedure are both similar and different

### Module 2 - Using Legislation, Standards, and Policy in the Workplace – 3.5 hours

#### Learning Objectives





- Provide examples and explain how legislation, standards, policy, and procedure are applied in the workplace.

**Module 3 - Federal vs. Provincial Worksites – 2.5 hours**

Learning Objectives

- Recognize the difference between federal and provincially governed worksites.

**Module 4 - Legislation and Policy – 2.5 hours**

Learning Objectives

- Use policy to communicate legislative information in the workplace.

**Total Instructional Hours:** 12 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 2 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Brooke Ducharme, Tim Reteff

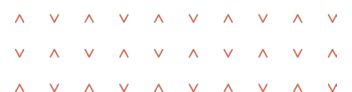
**Course capacity:** Unlimited

**Dates of each training course:** Jan 18, 2023

Apr 19, 2023

Oct 11, 2023

**Credentials received at the end of the training:** Certificate of completion





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## Managing Injuries in the Workplace (MIW)

### A Description of the training course objectives:

Managing Injuries in the Workplace offers participants the resources and information required to create strategies to improve safety performance and reduce the cost of WCB claims and premiums to the organization.

The modules cover the basic processes and services administered and offered by the Workers' Compensation Board (WCB) of Alberta. This course begins by looking at which employers are obligated - under the legislation - to participate in workers' compensation and the process for establishing an account. The material then provides an explanation of WCB costs and the methods used to determine pricing for various types of employers. A significant portion of this course goes through the process of managing an injured worker's claim from the time of injury through to the worker's reinstatement in the workplace. This section of the course also introduces participants to the WCB appeals process. The final modules of this course focus on maintaining a WCB account and action planning to reduce costs and improve worker safety performance.

This is a 2-day course offered through both distance and classroom delivery methods. The key outcomes addressed in this course are:

- Explain how employers engage with and are responsible to the Workers' Compensation Board (WCB).
- Explain the relationship between an employer/industry safety performance and the cost of WCB premiums.
- Manage the WCB claim process on behalf of an employer.
- Access employer account information and reports using the WCB website.
- Develop goals and objectives for action planning.

*This course serves as an elective for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.*

### Module 1: Employer Account Information – 1.5 hours

#### Learning Objectives

- Review the steps an employer must take to set up and maintain a WCB account.
- List the criteria employers must meet to qualify for a WCB account.

### Module 2: Employer Classification and Rate Setting – 2.5 hours

#### Learning Objectives

- Determine an employer's WCB industry classification.
- Compare various WCB pricing models.
- Examine the impact of both good and poor safety performance on WCB premium costs.





**Module 3: Disability Management – 3 hours**

Learning Objectives

- Identify work-related injuries.
- Examine the WCB claim process from start to finish.
- Prepare a Physical Demands Analysis
- Identify various options for modified work.

**Module 4: Account and Claim Administration – 2.5 hours**

Learning Objectives

- Review information and reports available on the myWCB portal.

**Module 5: Action Planning – 2.5 hours**

Learning Objectives

- Use WCB reports to develop action planning goals.

**Total Instructional Hours:** 12 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 2 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Rob Dombowsky

**Course capacity:** Unlimited

**Dates of each training course:** Oct 24, 2023

**Credentials received at the end of the training:** Certificate of completion





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## National Safety Code Program – Administration (NSCP-A)

### A description of the training course objectives:

This course is intended to introduce or provide a refresher to individuals tasked with the day-to-day administration of a carrier's NSC compliance processes and documentation. The National Safety Code Program Administration (NSCP-A) course will prepare individuals to understand legislative requirements to administer a health and safety management system to ensure compliance with federal and provincial requirements. Development of compliance management programs that meet the provincial oversight system and log auditing program, manage compliant driver files, and ensure that equipment records are adequate and easily auditable.

*Participants must have passed the AMTA's Legislation, Standards, and Policy (LSP) course prior to enrolling in NSCP-A.*

This is a 3-day course offered through both distance and classroom delivery methods. The key topic areas addressed in this course are:

- National Safety Code
- Driver Files
- Driver Logs
- Auditing Driver Logs
- Vehicle & Equipment Files
- Permits
- Preparing for NSC Audits

*This is a core course for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite for NSC Program Management.*

### Outcome 1: NSC and Related Legislation

#### Learning Objectives

- Describe key concepts within transportation safety legislation

### Outcome 2: Planning for Safety

#### Learning Objectives

- Review the requirements of a carrier's written safety program.

### Outcome 3: Driver Abstracts & Carrier Profiles

#### Learning Objectives

- Review the process of requesting driver abstracts and carrier profiles.







- Interpret the information provided on driver abstracts and carrier profiles.

**Outcome 4: Driver Files**

Learning Objectives

- Manage driver files

**Outcome 5: Driver Logs**

Learning Objectives

- Review the requirements for drivers' daily logs.

**Outcome 6: Vehicle & Equipment Files**

Learning Objectives

- Manage vehicle and equipment files.

**Outcome 7: Permits**

Learning Objectives

- Review the process of requesting and maintaining permits.

**Outcome 8: Preparing for Audit**

Learning Objectives

- Describe a carrier's responsibilities related to the Assessment of Regulatory Compliance (ARC) audit and investigations.

**Total Instructional Hours:** 19 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 3 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant's learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 3.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$735 / Member \$367.50

**Name of instructor:** Lori Christensen





**Alberta Motor Transport Association**

1, 285005 Wrangler Way, Rocky View, AB, T1X 0K3  
3599 56 Ave. East Edmonton International Airport, AB T9E 0V4  
T: 1.800.267.1003  
W: [amta.ca](http://amta.ca)

**Course capacity:** Unlimited

**Dates of each training course:** Mar 21, 2023  
Jun 20, 2023  
Nov 7, 2023

**Credentials received at the end of the training:** Certificate of completion





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## National Safety Code Program – Management (NSCP-M)

### A description of the training course objectives:

NSC Program Management picks up where AMTA's National Safety Code Program Administration course left off - with an audit. In this course, you will look at examples of issues commonly identified during a compliance audit. This is important information for anyone responsible for overseeing a carrier's National Safety Code program. The purpose of this course is to help you answer the question "What do I do now?"

The content of this course follows a simple model for improving an organization's systems and performance. The steps outlined in the model include Planning, Doing, Checking, and Acting and the course material has been organized around these main activities. There are many opportunities to discuss and practice applying the information in the context of a commercial carrier. The ideas being presented can be used to address all types of problems at both large and small organizations.

*Participants must have passed the AMTA's National Safety Code Program Administration (NSCP-M) course prior to enrolling in NSCP-A.*

This is a 3-day course offered through both distance and classroom delivery methods. The key topic areas addressed in this course are:

- National Safety Code
- Planning for improvement
- How to use policy to improve performance
- Supporting Action with Procedure
- Checking for improvement and identify types of data
- Acting on the information

*This is a core course for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite for NSC Program Management.*

### Module 1: Planning for Improvement

Learning Objectives

- Examine the processes of planning for improved safety and compliance

### Module 2: Using Policy to Improve Performance

Learning Objectives

- Examine how policy can be used to address action plan items.
- Draft policy to support organizational improvement.





**Module 3: Supporting Action with Procedures**

Learning Objectives

- Develop procedure to support and organizational policy

**Outcome 4: Checking for Improvement**

Learning Objectives

- Review methods for confirming and measuring improved compliance and performance.
- Identify types of data that can be used for checking and measuring if improvements are occurring.

**Outcome 5: Act on the Information**

Learning Objectives

- Compare proactive and reactive approaches to improving compliance and safety.
- Identify appropriate actions to close out a PDCA cycle.

**Total Instructional Hours:** 19 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 3 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 3.

- 2 hours
- Open-book exam
- Multiple choice, short answer, true/false
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$735 / Member \$367.50

**Name of instructor:** Lori Christensen

**Course capacity:** Unlimited

**Dates of each training course:** Feb 21, 2023  
May 2, 2023  
Nov 28, 2023

**Credentials received at the end of the training:** Certificate of completion

