

Certified Transportation Safety Coordinator (CTSC)

PRE-ENTRY PROGRAM INFORMATION

ABOUT THE PROGRAM

The CTSC is an entry-level designation program that enhances a safety and compliance individual's ability to provide guidance across daily administrative operations. Successful graduates of the program are capable to assist with the development and administration of a carrier's road transportation safety and compliance programs in part, or in whole.

PROGRAM OUTLINE

Application/Registration

There are no required pre-requisites for entrance into the CTSC designation program. A filled application form, made available on the '[CTSC Program](#)' page on AMTA's website, must be submitted by individuals interested in acquiring a CTSC designation to the Education department at training@amta.ca. There is a program application fee of \$49.95 +GST.

- Note: a section for course equivalency requests is included in the CTSC application form

Courses

The CTSC designation contains six (6) required courses and the participants' selection of two (2) elective courses. The following courses are marked 'R' for required, or 'E' for elective:

R - Health & Safety System Building (HSSB)
R - NSC Program Administration (NSCPA)
R - Fundamentals of Auditing (FOA)
R - Leadership in Transportation (LIT)
R - OHS Legislation Foundations (OLF)
R - Fundamentals of Investigation (FOI)
E - Preparing for an Assessment of Regulatory Compliance (ARC) Audit

E - Internal COR Auditor (COR-A)
E - Collision Investigation (CI)
E - LCV Instructor Training Course (LCV)
E - Instructional Design & Delivery (IDD)
E - National Safety Code Program Management (NSCPM)
E - Managing Injuries in the Workplace (MIW)

Competency Framework

The CTSC designation program is designed to support and develop the participant's ability to demonstrate their comprehension across seven (7) required competency areas: legislation and standards, operational duties, investigations, public and personal safety, data management, stakeholder engagement, and learning and development.

Course Equivalency

AMTA's Education department does evaluate course equivalency requests for courses completed no more than five (5) calendar years prior to the year of program application. For equivalency to be granted, the course must be comparable in learning outcomes and assessments to AMTA's course. A certificate of completion and/or transcript must accompany each course equivalency request, as indicated in the program application form. There is a one-time, non-refundable fee for approved equivalencies of \$100.00 + GST, with a minimum requirement of two (2) AMTA courses having been completed towards achievement of the CTSC designation. Notice of equivalency approval will be provided within 10 business days of the equivalency request submission.

There are two (2) exceptions to the standard five-year course equivalency time period:

1. Health and Safety System Building – this course is fundamentally vital and covers a wide range of content that is integrally represented in the CTSC knowledge exam. Therefore,

to receive equivalency for this course, it must have been completed no more than three (3) calendar years prior to the year of program application

2. Red Deer Polytechnic (formerly Red Deer College) had a program titled 'Transportation Safety Director.' Though this program is no longer offered, equivalency for the program beyond five (5) years past will qualify

Timeline for Completion

From the time a program application is approved, program participants have three (3) years to successfully complete all required and elective courses, and the comprehensive knowledge exam.

- Program participants employed and sponsored by an AMTA carrier member company, taking advantage of the CTSC program discount bundle included with their AMTA membership benefits (a discount on all six required courses comprising the CTSC), will have two (2) years to complete all required courses from the time the bundle is purchased. For more information about this benefit, please see the '[Membership Discounts](#)' section of this document

Fast Track

Each year, AMTA's Education department schedules all required CTSC courses as well as program electives that do not hold a pre-requisite requirement, a minimum of two (2) times within a six-month calendar period, enabling individuals who desire the achievement of their designation in an accelerated manner.

Examination

The knowledge exam for the CTSC designation program is based on the competency framework and features questions related to all seven (7) areas of knowledge. The exam is timed, with each participant given three (3) hours to write the exam. The exam is closed book and requires a minimum grade of 80% for successful achievement. AMTA holds this proctored exam in-person, on the same day, in both Edmonton and Calgary, Alberta, at least twice per year. There is a non-refundable, \$99.00 +GST fee to sit the CTSC knowledge exam (and an optional, instructor-led online exam prep course is included).

- Program participants are permitted three (3) attempts to successfully pass the exam:
 - Following two (2) unsuccessful attempts, participants are offered the opportunity to re-take AMTA's online, self-paced HSSB course, at no cost
 - Following three (3) unsuccessful attempts, participants are required to wait one (1) full year before sitting the exam again
 - If, at the end of the one-year waiting period the participant is still within the required three-year designation completion cycle, they can sit the exam without further requirement
 - If, at the end of the one-year waiting period the participant is no longer within the required three-year designation cycle, they will be required to re-take HSSB, NSCPA, and FOI courses before sitting the exam again
- Exam participants will be required to read and sign a non-disclosure statement related to academic dishonesty, as well as the Designation's Code of Ethics (COE) document
- Participants will receive a letter via email advising them of their examination grade
 - If a passing score was not achieved, recommendations for areas of continued studies will be provided
 - Successful graduates will be issued an electronic certificate and a designation plaque in recognition of their achievement
- Reasonable testing accommodations will be made for any individual with disabilities, as diagnosed by a qualified professional. Accommodation for disabilities is to provide equity, not advantage
- There are no existing opportunities to challenge the CTSC knowledge exam



PROFESSIONAL DEVELOPMENT (PD) MAINTENANCE

Beginning in the year following successful program completion, CTSC graduates are required to complete 45 hours of PD over a three (3)-year period (divided into 15 hours each year), in order to remain in good standing and continue use of the 'CTSC' designation post-nominal. Each three (3)-year cycle is based off the calendar year, with an annual PD submission deadline of January 15. The unique certificate registration number for every graduate who remains in good standing will be listed on the [CTSC & CTSP Alumni](#) page of AMTA's website. PD hours must be submitted annually, be verifiable, and be directly related to leadership, safety, and/or transportation. Credit for PD hours are granted on an hour for hour (1:1) basis, and in a minimum of 30-minute increments. AMTA's CTSC designation ladders into its CTSP designation, so alumni who hold both designations only require one (1) fulfillment of the 45-hour PD requirement to satisfy both designations held. Upon successful achievement of the CTSC exam, graduates will receive supporting resource documentation related to the maintenance of their PD. For more information on the program's PD requirement, please visit the CTSC & CTSP Alumni page of AMTA's website, and review the 'Designations PD Guide'.

CAREER OUTCOMES

Job Opportunities

Job opportunities for CTSC graduates are not limited to, but most commonly include the following:

- Safety Administrator
- Safety Coordinator
- Jr. Safety Officer
- Fleet Safety Coordinator
- OH&S Administrator
- Jr. Safety Advisor
- Manager Trainee
- HSE Coordinator
- NSC Administrator
- NSC Coordinator

Career Planning: The Coordinator to Professional

If you are interested in long-term career planning, AMTA's CTSC designation is designed to ladder into its Certified Transportation Safety Professional (CTSP) designation. The CTSP designation program has both an industry occupation and experience entrance requirement, and is structured similarly, with eight (8) required courses and three (3) electives. To learn more, visit the [CTSP Program](#) page of AMTA's website.

MEMBERSHIP DISCOUNTS

AMTA carrier members receive valuable discounts on their education. If your education is financially sponsored by your company, you are entitled to take advantage of the CTSC designation bundle discount. This includes all required courses towards the achievement of this designation (two electives not included), yielding savings of more than \$1400.00. Note: the bundled price is not inclusive of the program's application fee (\$49.95 +GST) nor the general knowledge exam (GKE) fee (\$99.00 + GST).

Alternatively, if your company is not financially sponsoring your education, but holds an AMTA carrier membership, you may still be able to take advantage of the following:

- 60% off in-person and virtual, instructor-led courses, and
- 50% off AMTA online, self-paced courses

If you are unsure what entitlements you may have, we recommend reaching out to your organization's training administrator to inquire. If you are interested in learning more about an AMTA Carrier Membership, please reach out to memberservices@amta.ca.

