

Certified Transportation Safety Professional (CTSP)

PRE-ENTRY PROGRAM INFORMATION

ABOUT THE PROGRAM

The CTSP is a specialist-level designation program for experienced safety and compliance individuals who are committed to the principles of safety, loss control, accident prevention, and environmental protection. This program builds onto AMTA's entry-level CTSC designation, by equipping participants with advanced skills in audits, performance management and safety program development. Successful graduates of the program are often accountable for directly or indirectly supervising personnel and are capable to develop and manage a carrier's road transportation safety and compliance programs, providing leadership and guidance as a subject matter expert.

PROGRAM OUTLINE

Entrance Requirement & Application/Registration

The CTSP designation program is open to individuals who have a minimum of three (3) years' experience in an Occupational Health & Safety (OHS) role or in a commercial carrier compliance role. Supervisory or managerial titles are *not* required for the experience to be considered professional in nature. The program's application form, referenced below, further details how this experience is to be documented.

A filled application form, made available on the '[CTSP Program](#)' page on AMTA's website, must be submitted by individuals interested in acquiring a CTSP designation to the Education department at training@amta.ca. There is an application fee of \$49.95 +GST.

- Note: a section for requested course equivalencies is included in the CTSP application form. Applications must be submitted to training@amta.ca

Courses

The CTSP designation contains eight (8) required courses and the participants' selection of three (3) 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)
R - Instructional Design & Delivery (IDD)
R - National Safety Code Program Management (NSCPM)

E - Preparing for an Assessment of Regulatory Compliance (ARC) Auditor
E - Internal COR Auditor (COR-A)
E - Collision Investigation (CI)
E - LCV Instructor Training Course (LCV)
E - Managing Injuries in the Workplace (MIW)

Competency Framework

The CTSP 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. Though the competencies remain the same as those in AMTA's CTSC designation program, with additional coursework comes further depth, instilling confidence in participants to address organization performance issues, handle each stage of an audit cycle – including analysis, identify and implement solutions, and best

practice tools and techniques that aid in the development of high-quality course materials and assessments.

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 three (3) AMTA courses having been completed towards achievement of the CTSP 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 CTSP 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 CTSP program discount bundle included with their AMTA membership benefits (a discount on all eight required courses comprising the CTSP), 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 CTSP 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 CTSP 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 CTSP 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 CTSP knowledge exam

PROFESSIONAL DEVELOPMENT (PD) MAINTENANCE

Beginning in the year following successful program completion, CTSP 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 'CTSP' 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 CTSP 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 CTSP graduates are not limited to, but most commonly include the following:

<ul style="list-style-type: none"> ▪ Safety Advisor ▪ Safety/Compliance Officer ▪ Safety/Compliance Auditor ▪ Safety/Compliance Specialist ▪ Field Safety Representative ▪ Driver Safety Coach/Trainer 	<ul style="list-style-type: none"> ▪ Quality Assurance Leader ▪ Fleet Safety Leader/Manager ▪ Transportation Safety Manager ▪ DOT Manager ▪ Manager/ Supervisor/ Director, Safety/Risk 	<ul style="list-style-type: none"> ▪ Compliance Manager ▪ Driver Manager ▪ HSE/OHS Manager ▪ Director, Safety/ Compliance/Risk ▪ VP, Safety/Compliance/Risk
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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 CTSP designation bundle discount. This includes all required courses (three electives not included) towards the achievement of your CTSP, yielding savings of more than \$2000.00. Note: The



bundled price is not inclusive of the program's application fee (\$49.95 +GST) or 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.

