



# A GUIDE TO THE CTSC DESIGNATION

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### CHANGE REVISION TABLE:

Revision Number	Effective Date	Responsible	Part Affected/ Document#	Description of Change
01	June 19, 2020	Chris Nash	All sections	Review/Approval
02	March 2, 2021	Brittany James	All sections	Formatting/General edits
03	April 12, 2023	Camille Sojer	All sections	Continuing professional development, timeframe for course equivalencies, mandatory courses, pass/fail notification only for designation exam

## Table of Contents

<b>INTRODUCTION .....</b>	<b>4</b>
VALUE STATEMENT .....	4
<b>CTSC DESIGNATION REQUIREMENTS .....</b>	<b>5</b>
REGISTRATION .....	5
COURSEWORK REQUIREMENTS.....	5
KNOWLEDGE BASED EXAM.....	6
<b>COMPETENCIES OF A CTSC .....</b>	<b>7</b>
<b>CTSC EXAMINATION.....</b>	<b>8</b>
<b>NOTIFICATION OF CERTIFICATION .....</b>	<b>9</b>
MAINTAINING YOUR CTSC DESIGNATION .....	9
<b>CTSC CODE OF ETHICS.....</b>	<b>11</b>

## **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 Coordinator (CTSC) is an **entry-level designation**, for safety and compliance coordinators that have met the minimum standards of experience and knowledge. This individual is capable of assisting in developing and managing a carrier's road transportation safety and compliance programs in part, or in whole. This individual is often responsible for providing guidance in the field of safety and compliance as it relates to the carrier's daily administrative operations.

Completion of the designation process confers the right to use the CTSC title, and to place the CTSC credentials 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 CTSC provides peace of mind and a reasonable assurance that you have retained an individual that has met the academic and examination requirements of a provincially recognized authority.

This professional designation has the full support of the AMTA and its member companies.

## CTSC DESIGNATION REQUIREMENTS

There are currently **two requirements to obtaining the CTSC designation:**

- Successful completion of the coursework requirements
- Successful completion of the comprehensive knowledge exam

## REGISTRATION

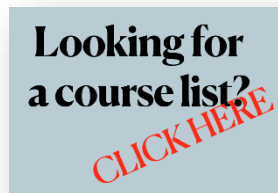
Prospective candidates are required to submit registration documents to the AMTA. To register, visit our [website](#).

## COURSEWORK REQUIREMENTS

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

CTSC candidates are required to fulfill course-by-course requirements in the following seven 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 seven fields:

- Successful completion of approved courses offered by the AMTA, or
- Courses that have received advanced standing or equivalencies approved by the AMTA.

Equivalency:

The AMTA will accept, for consideration, an application for equivalency. The *Course Equivalency Request* form must be submitted with the referenced course materials for which equivalency is being claimed. **To be approved for equivalency**, the course must be **comparable in learning outcomes and assessment** to the pre-approved AMTA course and must have been **completed within three years of application for equivalency**. There is an associated **one-time, non-refundable fee of \$100.00 for equivalency applications**. To apply for an equivalency, visit our [website](#).

Allowance of equivalency 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.

## **KNOWLEDGE BASED EXAM**

Exam requirements are established to ensure that individuals who are awarded with the CTSC designation have the requisite discipline-specific knowledge to perform in the capacity of a CTSC at the desired level. There are no exceptions or alternatives to the exam portion of the CTSC qualification process. **All individuals seeking the CTSC designation are required to complete the exam portion of the process no later than five 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 80%. Participants will receive their individual grade achieved after completion of individual courses. However, only a pass/fail notification for final Designation exam will be provided.**

The written exam is based on the CTSC Competency Framework and features questions relative to all seven areas of knowledge. It is comprised of multiple-choice questions and answers. 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 CTSC 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 CTSC**

CTSC's require a diverse set of competencies ranging from interpreting legislation to training staff and contractors in various proficiencies. CTSC's must achieve demonstrated competencies in the seven domains detailed below:

### **1. Legislation, Policy, and Procedure**

CTSC's must be able to demonstrate the ability to apply legislation, standards, policies, and procedures.

### **2. Operational Duties**

CTSC's require the skills and knowledge necessary to provide administrative support in operational preparedness, emergency response operations, and asset coordination. CTSC's must also demonstrate the ability to prioritize operational needs and assess impacts based on available data.

### **3. Investigations**

A CTSC must be capable of demonstrating understanding of incident management, investigation methodologies, evidence handling procedures, interviewing, and cause analysis.

### **4. Public and Personal Safety**

Safety is a critical function of the CTSC's role. A Transportation Safety Coordinator must demonstrate the 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 CTSC 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, the CTSC is a keyholder and essential element of a company's data management program. CTSC'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**

CTSC'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.

### **7. Learning and Development**

CTSC's are required to demonstrate the knowledge and skills necessary to assist in the design of 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 six mandatory and two elective courses to meet the minimum requirements and be eligible for sitting the CTSC exam.** A current listing of AMTA electives can be found on our [website](#). Additionally, a list of pre-approved, [third-party electives](#) is available, along with an application [form](#) for third-party electives not already approved.

The courses below are mandatory courses required to sit the CTSC exam:

Legislation, Standards, and Policies
NSC Program Administration
Health and Safety System Building
Fundamentals of Auditing or COR Auditing
Leadership in Transportation
Fundamentals of Investigations

*\* In order to satisfy pre-requisites, coursework must be completed in the following order:*

- **LSP > NSCPA > NSCPM**
- **HSSB > FOA or COR-A**

### CTSC DESIGNATION FINAL EXAMINATION

Designation knowledge exams are designed to assess a candidate's knowledge, comprehension, application, analysis, synthesis, and evaluation capabilities within the competency domains identified. Each **exam is closed book (completed without assistance, notes, or research materials available)**. All occurrences of the designation's exams will be proctored to ensure that only the registered student may complete the exam and that completion is achieved within prescribed conditions. Should a candidate be unsuccessful at their first attempt, **one re-write opportunity** is provided for the date of the next scheduled exam, **free of charge**. If unavailable for this exam date, the candidate will be required to pay the examination fee of \$199 and schedule a suitable time with the Education Administrator. **The examination fee will apply to all subsequent examination attempts.**

#### Exam Security:

Candidates are not permitted to copy, photograph, scan, and/or otherwise transcribe questions. Under no circumstances will AMTA provide an electronic copy of the exam.

#### Exam Duration:

Candidates are provided with a single period of **up to three hours** for completion of the exam.

#### Exam Frequency:

**Candidates are free to write the exam as often as desired;** however, all exam pre-requisites must continue to be met and remain current prior to sitting the examination.



## **NOTIFICATION OF CERTIFICATION**

**Candidates will be notified of exam results (pass or fail) through email.** Those who passed will also receive a formal letter with their CTSC credentials and a confirmation that their plaque and pin have been ordered. The plaque and pin will be mailed within 6 weeks.

## **MAINTAINING YOUR CTSC DESIGNATION**

Once you have been granted the CTSC 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 CTSC'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.

## **CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS:**

- **75 hours to be achieved over a 3-year time period, for flexibility**
- **60 of those hours need to be verifiable**

**Timeframe:** based on the calendar year **January – December** (must be submitted by the end of March of the following year)

**Compliance with CPD requirements:** AMTA provides everyone the opportunity to become compliant by allowing them one opportunity to make up the professional development hours needed in the next year (over and above the next 3-year CPD requirements).

**Auditing of CPD:** AMTA will perform a random audit CPD submissions over the summer months.

**Verified safety/transportation training activities** (AMTA and/or 3rd parties):

- Courses
- Webinars
- Conference attendance
- AMTA Regional Meetings (1 hour of CPD granted per meeting attended)

Verified activities require proof of completion of activities. Examples include:

- Certificate of completion
- Proof of attendance
- Letter from employer (in house training)

**Unverified safety/transportation activities:**

- Industry volunteer activities. Examples include:
  - AMTA Professional Driver Championships
  - AMTA annual AGM and Leadership Conference

- Alberta Health & Safety Conference
- Other activities that allow networking with other health & safety professionals
- Industry or workplace mentoring
- Attendance at training, conference, webinar etc where proof of attendance not provided.

**Continuing education requirements start the year following CTSC graduation.**

## **CTSC CODE OF ETHICS**

The AMTA is committed to upholding the integrity of its designation programs. It is an inherent expectation upon all designation holders, that they comply with the code of ethics, as detailed below.

I will:

- Maintain competence in carrying out professional responsibilities, providing sound judgement, and recognizing personal and professional limitations.
- Maintain honesty and integrity when representing my own qualifications and experience.
- Actively avoid making false claims, recognizing, and respecting the original work of others.
- Act in a professional manner by protecting the confidentiality of my employer and others, and only disclosing information when authorized to legally do so.
- Continue professional development throughout the life of my career and improve upon my level of expertise and 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.
- Immediately inform AMTA of any personal or observed violation of this code of ethics, as well as any conviction that would preclude an ability to perform the professional duties for which this designation would apply.

### **Acknowledgement**

I, \_\_\_\_\_, acknowledge that I have read and understand the CTSC Code of  
(print name)  
Ethics in its entirety and will conduct myself in accordance with its prescribed requirements.