



A GUIDE TO THE CTSP DESIGNATION

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Implementation Date: September 1, 2018

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 1, 2021	Brittany James	All sections	Formatting/General edits
03	April 12, 2023	Camille Sojer	All sections	CTSP eligibility requirements, continuing professional development, timeframe for course equivalencies, mandatory courses, pass/fail notification only for designation exams

Table of Contents

INTRODUCTION	4
VALUE STATEMENT	4
CTSP DESIGNATION REQUIREMENTS	5
REGISTRATION.....	5
EXPERIENCE REQUIREMENT	5
COURSEWORK REQUIREMENTS.....	7
KNOWLEDGE BASED EXAM	8
COMPETENCIES OF A CTSP	9
CTSP EXAMINATION	10
NOTIFICATION OF CERTIFICATION	11
MAINTAINING YOUR CTSP DESIGNATION.....	11
CTSP CODE OF ETHICS	13

INTRODUCTION

The Alberta Motor Transport Association, with support from its 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 Professional (CTSP) is a **specialist-level designation**, for safety and compliance professionals that have met the minimum standards of experience and knowledge. This individual is capable of developing and managing a carrier's road transportation safety and compliance programs in part, or in whole. This individual will often, either directly or indirectly, supervise the day to day functions of others in the organization. This individual is often responsible for providing guidance and acting as a subject matter expert in the field of safety and compliance as it relates to the carrier's daily operations.

Completion of the designation process confers the right to use the CTSP title, and to place the CTSP credentials after their name.

VALUE STATEMENT

Ensuring you have retained a Certified Transportation Safety Professional provides peace of mind and a reasonable assurance that, you have retained an individual who has met the academic, experience, and examination requirements of a provincially recognized authority.

A CTSP is an individual committed to the principles of safety, loss control, accident prevention, and environmental protection. CTSP's are required to enhance and maintain their knowledge and skills through a certification maintenance program.

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

CTSP DESIGNATION REQUIREMENTS

There are currently **three requirements to obtaining the CTSP designation:**

- Successful registration into the CTSP designation program
- 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 be accepted into the CTSP designation program, the applicant must possess the necessary pre-requisite experience as described below and possess a career path within the transportation industry in an occupational health and safety, and/or carrier compliance, role. To register, visit our [website](#).

Prerequisite Admission Requirements:

- High School Diploma, or jurisdictionally recognized equivalency (GED), and
- Three years of professional experience in an occupational health and safety role, or three years of professional experience in a commercial fleet compliance role, and completion of Certified Transportation Safety Coordinator (CTSC) or completion of post-secondary education (certificate or diploma).

Failing to meet the registration requirements contained herein will result in rejection of the applicants submitted registration forms. **If you don't meet the prerequisite experience, it is recommended that you take the Certified Transportation Safety Coordinator designation program.**

EXPERIENCE REQUIREMENT

Earning the right to use the CTSP designation requires demonstrating that you possess the necessary range of knowledge, skill, and experience to achieve the results employers and public alike, would require of a certified professional. Operating as a professional requires an elevated ability to communicate with others, evaluate needs in accordance with operational variables, and execute on plans to achieve safety and compliance in the transportation industry.

Specific criteria have been developed to define what is meant by “safety experience” and “carrier compliance experience,” as well as what is defined as “professional level.”

There are **four aspects to the CTSP experience requirement**. Experience must be:

- 1) in the safety or compliance field,
- 2) at a professional level,
- 3) for a cumulative duration of three years, and
- 4) acquired within the previous seven years.

Validation of Experience:

What is the “safety” or “compliance” field?

Safety refers to the position and functions of an occupational health and safety practitioner. As there is little consistency to the titles associated with such roles, some of the duties can be described as followed:

- Planning and leading OHS meetings for their organization.
- Communicating OHS requirements to employees and/or contractors.
- Utilizing procedures and standards to establish conformance to OHS requirements within the organization.
- Receiving, responding to, and investigating cause of near-misses and incidents on behalf of the organization.
- Developing action plans related to OHS functions for use by the organization.
- Conducting training, and evaluating knowledge related to OHS matters on behalf of the organization.
- Coordinating in, or assisting in the coordination of OHS inspections, audits, and/or reviews.
- Providing technical knowledge in the matters of OHS to the organization.

Compliance duties are often added to the “safety” role; however, may be conducted as separate professional functions. Some of the duties can be described as followed:

- Training employees and/or contractors in transportation safety requirements, such as Hours of Service, Cargo Securement, Weights and Dimensions, as well as Trip Inspection.
- Monitoring and maintenance of driver and vehicle files.
- Assessing compliance with regulated requirements associated with the operations of the business.
- Development and implementation of policies, procedures, and processes related to assuring compliance with regulatory requirements.
- Functioning as a subject matter expert for and on behalf of an organization in relation to matters of regulatory compliance.

What is “professional experience?”:

In determining whether experience is at a professional level, the following factors are taken into consideration:

- Independence of actions
 - Relates to the amount of planning, decision making, and autonomy of involvement in work experience.
- Depth of work requirements
 - Relates to the extent to which work experience requires information analysis and interpretation of relevance.
- Level of interaction
 - Relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision makers within their organization.
- Responsibility of work outcome
 - Relates to the level of accountability for work and decisions made.

Submission of Experience:

There are **three requirements to meet when submitting relevant experience** for review:

- 1) Professional resume with detailed employment dates,
- 2) Submission of a professional reference, and
- 3) A letter of experience from a current or most recent employer.

It is not required for an individual to have supervisory or managerial experience for it to be accepted as professional in nature.

Appeals:

Any individual having received a rejection letter from AMTA relating to their previous work or experience is permitted an opportunity to appeal this decision within 30 days of having received their specific rejection.

Applications for appeal will be heard by the Designations Sub-Committee (DSC) if presented in writing with clear justification, background being referenced, and any relevant supporting documentation is provided.

Notification of decision will be made in writing by the committee and shall stand.

COURSEWORK REQUIREMENTS

The formal training requirements of a CTSP provides the necessary foundation, and technical knowledge that a specialist designation would require.

CTSP 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) Investigation
- 4) Public and Personal Safety
- 5) Information Management
- 6) Stakeholder Engagement
- 7) Learning and Development



**Looking for
a course list?**
CLICK HERE

There are **two ways of achieving credit**

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

DESIGNATION EXAM

Exam requirements are established to ensure accredited individuals have the requisite discipline-specific knowledge to perform in the capacity of a designation holder. There are no exceptions or alternatives to the exam portion of the CTSP qualification process. **All individuals seeking the CTSP 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 the final designation exam will be provided.**

The written exam is based on the CTSP Competency Framework and includes questions relevant to each of the seven competency domains. It is comprised of multiple-choice and long-form 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 CTSP 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 CTSP

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

1. Legislation, Policy, and Procedure

CTSP's operate as functional experts in matters of transportation safety and compliance and therefore, must be able to demonstrate the ability to apply legislation, standards, policies, and procedures.

2. Operational Duties

CTSP's require the skills and knowledge necessary to provide direction in operational preparedness, emergency response operations, and asset coordination.

CTSP's must also demonstrate the ability to prioritize operational needs and assess impacts based on available data.

3. Investigations

CTSP's are often the first call in the event of an incident or emergent situation. A CTSP must be capable of demonstrating understanding of incident management, investigation methodologies, evidence handling procedures, interviewing, and cause analysis. Included in this are the skills required to provide clear and meaningful reporting of findings to the employer.

4. Public and Personal Safety

Safety is a critical function of the CTSP's role. A CTSP 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 CTSP 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. CTSP'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

CTSP'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. CTSP's are required to demonstrate knowledge in the field of organizational behaviour as a measure of this competency.

7. Learning and Development

CTSP's are required to demonstrate the knowledge and skills necessary to design training materials, develop meaningful action plans, and assess success in these efforts.

Approved Courses:

The AMTA has approved several 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 eight mandatory and three elective courses to meet the minimum requirements and be eligible for sitting the CTSP 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 CTSP exam:

Legislation, Standards, and Policies
NSC Program Administration
NSC Program Management
Health and Safety System Building
Fundamentals of Auditing or COR Auditing
Instructional Design and Delivery
Leadership in Transportation
Fundamentals of Investigation

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

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

CTSP 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 CTSP credentials and a confirmation that their plaque and pin have been ordered. The plaque and pin will be mailed within 6 weeks.

MAINTAINING YOUR CTSP DESIGNATION

Once you have been granted the CTSP 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 CTSP'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 CTSP graduation.

CTSP 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 CTSP Code of
(print name)
Ethics in its entirety and will conduct myself in accordance with its prescribed requirements.

(signature)

(date)