

COURSE EQUIVALENCY APPLICATION FORM



Alberta Motor
Transport Association

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY: <i>*Course completion/certificate must be dated within 3 years of application date</i>
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The following must accompany this Equivalency Form:

- *Copy of the course certificate and/or training records*
- *Processing fee payment of \$100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

Credit Card Number:

Expiry Date:

CVV:

Card Holder Name:

Signature:

***Submit completed form and
required documentation to:***

*Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca*

Course Description:

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. It is a pre-requisite for the NSC Program Management class and a component of the Certified Transportation Safety Designation program.

Outcome	Identify and describe content	Location of content in materials provided
<p>NSC and Related Legislation</p> <ul style="list-style-type: none"> • Define key concepts within transportation safety legislation • National Safety Code (NSC) <ul style="list-style-type: none"> ○ 16 NSC standards ○ What vehicles does NSC apply to? • Safety Fitness Certificates • Operating Authority Certificates • Carrier Profile <ul style="list-style-type: none"> ○ What is it? 		
<p>Planning for Safety</p> <ul style="list-style-type: none"> • Review the requirements of a carrier's written safety program • Safety programs <ul style="list-style-type: none"> ○ What are they? ○ Roles and responsibilities ○ Benefits • Due diligence • "Failing to plan is planning to fail" • Documentation <ul style="list-style-type: none"> ○ What is required? ○ How will documentation be filed/managed? 		

<ul style="list-style-type: none"> • Review legislation to locate and clarify NSC documentation requirements as they relate to safety. 		
<p>Drivers Abstracts and Carrier Profiles</p> <ul style="list-style-type: none"> • Review the process of requesting driver abstracts and carrier profiles • Interpret the information provided on driver abstracts and carrier profiles • Driver abstract <ul style="list-style-type: none"> ○ Standard ○ Commercial • How to obtain driver abstracts <ul style="list-style-type: none"> ○ AMVIR agreements • Carrier Profiles <ul style="list-style-type: none"> ○ How to obtain ○ Content ○ How to interpret 		
<p>Driver Files</p> <ul style="list-style-type: none"> • Manage driver files • Required documents • Documentation timelines • Confirm documentation meets driver file requirements 		
<p>Driver Logs</p> <ul style="list-style-type: none"> • Review the requirements for drivers' daily logs. • Driver logs <ul style="list-style-type: none"> ○ Required information ○ Form and manner requirements ○ Duty status requirements • Basic audit process • Violations <ul style="list-style-type: none"> ○ Form and manner ○ Possible falsification errors • Review a driver log for accuracy and completeness 		

<ul style="list-style-type: none"> • Conduct basic audit on driver logs 		
<p>Vehicle and Equipment Files</p> <ul style="list-style-type: none"> • Manage vehicle and equipment files • Required documents • Documentation timelines • Confirm documentation meets vehicle and equipment file requirements 		
<p>Permits</p> <ul style="list-style-type: none"> • Review the process of requesting and maintaining permits • Weights and dimensions regulations • Permitting process • Complying with permits • Obtain permits using online service • Determine permit requirements 		
<p>Audits and Investigations</p> <ul style="list-style-type: none"> • Describe a carrier’s responsibilities related to the Assessment of Regulatory • Compliance (ARC) audit and investigations • Assessment of Regulatory Compliance (ARC) audit process • Public investigations • Organize information in preparation for an audit or investigation • Describe the audit process 		

Additional Notes:
