PROFESSIONAL DEVELOPMENT (PD) REQUIREMENTS

for
CERTIFIED TRANSPORTATION SAFETY COORDINATOR (CTSC)
CERTIFIED TRANSPORTATION SAFETY PROFESSIONAL (CTSP)

Beginning in the year following successful program completion, each year, designations alumni are required to submit their professional development (PD) maintenance.

REQUIREMENT:

Total PD requirement (over three years):	45 hours
PD requirement each year: *(annual submission required)*	15 hrs. of 45 hrs.
Verifiable hours required:	All (45 hours)
PD credit ratio:	1 hr. PD : 1 hr. Credit *Credits are granted at a minimum of 30-minute increments*
Submit your PD:	'CTSC & CTSP Alumni' page on AMTA's website
Annual submission deadline:	January 15

**Note: AMTA's CTSC designation ladders into its CTSP designation. For alumni who hold both designations, one (1) fulfillment of the requirements above will satisfy the PD maintenance for both designations held.

Understanding the purpose of PD, specifically for a CTSC or CTSP may help you determine your PD selections. Recommended PD often achieves the following:

·   Enhances skills/abilities as a safety and compliance coordinator/professional
·   Reinforces existing skills/knowledge as a safety and compliance coordinator/professional
·   Enables the acquisition of new safety and compliance knowledge or elevates existing knowledge
·   Improves/increases familiarity with safety/compliance changes in legislation, standards and best practices
·   Contributes to the advancement of the transportation industry and the promotion of safety within it

ACCEPTABLE PD

AMTA events, webinars, lunch n' learns, in-house training, post-secondary education, external safety/transportation committee/council participation, multi-jurisdictional projects advancing

commercial transportation, formal workplace mentoring, volunteer work and conferences are common and acceptable forms of PD. For your PD to be granted, it must be both <u>verifiable</u> and <u>related,</u> and your submission must include a description of the content being covered/activities being undertaken, noting its relevancy. Supporting documentation that can be used to verify your attendance/participation is required.

1. <u>Verifiable PD</u> – simply means that AMTA can validate the submitted PD took place and that you were present
   - **Examples of documents that validate your PD:** participant certificates/proof of attendance, transcripts, registration confirmations (for webinars), time-stamped entry/exit passes, signed timesheets, supervision reports, signed letter from your employer (internal training/event)/the hosting organization (external training/event)
   - AMTA-hosted functions must be documented in the 'CTSC & CTSP Annual PD Tracker' document (made available on the CTSC & CTSP Alumni page of AMTA's website), but do not require submission of supporting documentation as proof of participation. Internally, AMTA will verify your attendance

2. <u>Related PD</u> – simply means the PD you participated in was directly related to leadership, safety and/or transportation (i.e., compliance, technology, continuous improvement, best practices)

Please see the 'CTSC & CTSP PD Resource' document on the CTSC & CTSP Alumni page of AMTA's website for recommendations of organizations that routinely hold or host transportation, leadership and/or safety related functions. Bi-annually, AMTA will send out a communication to its designation's alumni with current, up and coming PD recommendations.

PD SUBMISSION

All PD must be documented using the 'CTSC & CTSP Annual PD Tracker' form (obtained from the CTSC & CTSP Alumni page of AMTA's website). This form reiterates the PD requirements and provides a checklist designed to guide the PD submission process. Once fully completed, this form, along with any required supporting documentation (for validation) should be uploaded and submitted through the '<u>CTSC & CTSP Alumni</u>' page of AMTA's website.

PD COMPLIANCE

In support of continuous learning and professional development, alumni who remain in good standing and are not eligible for carrier member education discounts will benefit from a 10% discount off any future AMTA courses taken.

PD NON-COMPLIANCE

The certificate registration number for all compliant designation holders will be listed on the CTSC & CTSP Alumni page of AMTA's website.

Non-compliance among CTSC or CTSP designation holders will be administered in the following way:
1. At three (3) months and again at one (1) month in advance of the annual, January 15 PD submission deadline, reminders to submit PD will be sent to program alumni

2. Upon no receipt or partial fulfillment of a PD maintenance submission, AMTA will advise the alumni that their designation status is 'under review' until the requirement has been fulfilled
3. While 'under review', AMTA will continue to monitor communications from alumni who did not meet the submission deadline for a period of 60 days:
   a. It is the responsibility of the designation alumni to communicate with AMTA during this period, and work towards completion of the required PD
   b. During this period, the use of designation post-nominals is still permitted, and the designation holder's credential will remain on AMTA's website and be validated with inquiring educational institutions or prospective employers
   c. Designation holders are required to fulfill the PD requirement in order to be reinstated as 'compliant'. Individuals 'under review' will be required to satisfy the former year's past-due PD in addition to satisfying the current year's PD requirement
4. At 61 days, individuals who have not satisfied the former years' PD requirement will be considered negligent in their responsibility to uphold their PD maintenance, as previously acknowledged and committed to in their Code of Ethics (COE). At this point, the individual's designation credential is no longer valid. Post-nominals are no longer permitted for use, and the credential will not be validated by AMTA with inquiring educational institutions or prospective employers
   a. Following invalidation of the credential, if an individual would like to be reinstated, they will require:
      - a letter of support from a management or senior level leader within their current organization; and,
      - to re-enroll in and complete AMTA's Health & Safety System Building (HSSB), National Safety Code Program Administration (NSCP-A) and Fundamentals of Investigation (FOI) courses within six (6) months from the time their designation was invalidated

Important: *It is the responsibility of designations alumni to keep their contact information current. AMTA recommends providing a personal email and/or phone number to ensure communications related to designations PD maintenance are received. This information can be kept current annually, when populating the 'CTSC & CTSP Annual PD Tracker' provided on the [CTSC & CTSP Alumni](#) page of AMTA's website, or, by emailing training@amta.ca. In the event that written, electronic notification does not reach an alumni due to outdated contact information, the preceding procedural outline related to non-compliance will stand.*

For any questions or clarifications related to the PD maintenance of your designation, please reach out to training@amta.ca.