

CTSC Guidebook



STA Saskatchewan
Trucking
Association

Advocacy. Safety. Economy.



**CERTIFIED TRANSPORTATION SAFETY
COORDINATOR (CSTC)**

Saskatchewan Trucking Association

Introduction

The Saskatchewan Trucking Association (STA), 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 can assist 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 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 STA and its member companies.

Registration

Individuals may register by submitting a registration form to the STA. To access the registration form visit our website [here](#).

Requirements

There are currently two requirements to obtaining the CTSC designation:

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

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.

Course Requirements

CTSC candidates are required to fulfill course-by-course requirements. Upon successful completion of all 6 mandatory, 2 electives you are eligible for sitting in the CTSC Exam.

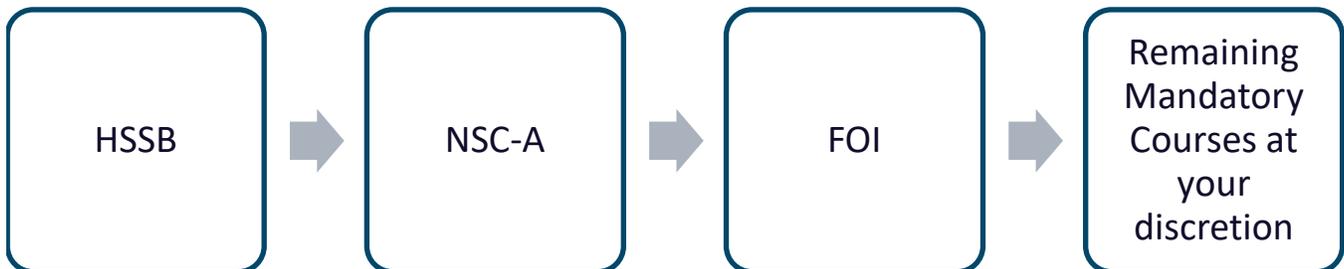
The following six courses are mandatory:

- 1) Health and Safety System Building (HSSB)
- 2) Fundamentals of Auditing (FOA)
- 3) Fundamentals of Investigation (FOI)
- 4) Leadership in Transportation (LIT)
- 5) Legislation, Standards and Policies (LSP)
- 6) National Safety Code (NSC) Program Administration (NSC-A)

The following courses are electives to choose from (2):

- 1) CoR Auditor (COR-A)
- 2) Collision Investigation
- 3) Instructional Design and Delivery (IDD)
- 4) National Safety Code (NSC) Program Management (NSC-M)
- 5) PDIC & LCV Instructor Training

Recommended Path



CTSC Designation Final Exam

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 STA 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.

Exam Results:

Candidates will be notified of their results (pass or fail) via email. If successful, candidates will receive a formal letter of acknowledgement and their certificate. At this time, candidates will be allowed to use the CTSC designation.

CTSC Designation Maintenance

Upon being granted the CTSP/CTSC designation, it is your responsibility to ensure its continual validity. This involves active participation in approved professional development activities. The purpose of these requirements is to ensure designation holders:

- Enhance their proficiency as safety and compliance practitioners;
- Contribute to the acquisition of new knowledge;
- Stay abreast of changes in legislation, standards, and industry best practices;
- Reinforce existing skills and knowledge; and
- Cultivate new skills and knowledge to advance their profession.

Continuing Professional Development (CPD) Requirements

- A total of 75 hours within a 3-year period, with 20 of these hours being directly related to health and safety.
- 60 of these hours must be verifiable.
- Based on a calendar year (January – December), with submissions due by the end of March the following year.

For additional information please see the Maintaining Your CTSP/CTSC Designation document on our website [here](#).

Code of Ethics

The STA 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 STA 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.