

# **Transportation Professional Certification Board, Inc.**

## **Policies and Procedures**

### **SECTION 1: AUTHORITY**

- 1.1 These Policies and Procedures are adopted by the Board of Directors (the CERTIFICATION BOARD) of the Transportation Professional Certification Board, Inc. (the CORPORATION), and may be amended by a vote of a majority of the Directors at any meeting of the CERTIFICATION BOARD.

### **SECTION 2: FINANCIAL**

- 2.1 All contracts between the CORPORATION and vendors shall be approved by the CERTIFICATION BOARD.
- 2.2 Upon approval, the EXECUTIVE DIRECTOR shall execute all contracts on behalf of the CORPORATION.
- 2.3 The CERTIFICATION BOARD shall annually adopt a budget of proposed incomes and expenditures. No expenditure of over \$10,000, not identified in the adopted budget, shall be made without approval of the CERTIFICATION BOARD.
- 2.4 Contracts for services or products in excess of \$25,000 shall normally be secured through competitive bidding; however, sole source contracts may be authorized by the CERTIFICATION BOARD.
- 2.5 Routine expenses for services and products in amounts less than \$10,000, including reimbursements for expenses incurred by employees, CERTIFICATION BOARD members, and others conducting business for the CORPORATION, shall be paid by the EXECUTIVE DIRECTOR upon his approval of documented invoices.
- 2.6 Invoices for reimbursements to the EXECUTIVE DIRECTOR shall be inspected and countersigned by the CHAIR, before or after payment.
- 2.7 The CORPORATION may establish bank account(s) as appropriate. The signatories on such accounts shall include the CHAIR and the EXECUTIVE DIRECTOR.
- 2.8 The EXECUTIVE DIRECTOR shall maintain comprehensive and accurate records of incomes, expenses, and balances of the CORPORATION, a summary of which shall be presented to the CERTIFICATION BOARD at each meeting thereof.
- 2.9 The financial records of the CORPORATION shall be reviewed by an independent auditor after the close of a calendar year and presented to the TPCB at their subsequent Annual Business Meeting. The results of these audits shall be presented at the meeting and be available at all times to Directors and certificants.
- 2.10 The CERTIFICATION BOARD shall determine the investment policy of funds of the CORPORATION not needed for current operations.
- 2.11 The CERTIFICATION BOARD shall approve all agreements to borrow or lend funds of the CORPORATION or to purchase or sell assets of the CORPORATION in excess of \$10,000.

### **SECTION 3: CONFIDENTIALITY AND DISCLOSURE**

- 3.1 Prior to assuming office, each Director shall agree to confidentiality and disclosure rules required by Bylaws Article III, Section 8.
- 3.2 All individuals involved with test development shall agree to confidentiality and disclosure rules established by the CERTIFICATION BOARD.
- 3.3 The CERTIFICATION BOARD shall establish rules to assure that all test administration and development materials are secure.
- 3.4 All certification candidates receive their examination results in a profile. The profile, formatted by subject domain, includes the candidate's score, total number of examination questions, and the low, high and mean scores of candidates who took the examination at the same time and venue.
- 3.5 The CERTIFICATION BOARD shall maintain a public record of certificate holders in good standing, but shall not disclose the names of individuals who were denied certification or from whom certification was withdrawn unless for disciplinary action.

#### **SECTION 4: CERTIFICATION PROCEDURES**

- 4.1 All items included on a TPCB Certification Examination shall be appropriately validated.
- 4.2 Each item included on a TPCB Certification Examination shall be approved by at least 90% of the validation panel.
- 4.3 The passing point for potential certificants shall be established by the CERTIFICATION BOARD, after consultation with a competent psychometrician(s).
- 4.4 The qualifications for certification and the scope of each certification examination conducted by the CORPORATION shall be reviewed at least every five years following a job analysis of a representative sample of practitioners.
- 4.5 The CERTIFICATION BOARD shall not discriminate among applicants for certification or holders of certification on the basis of age, sex, race, religion, national origin, disability, or marital status and shall include a statement of non-discrimination in announcements of certification activities.
- 4.6 The requirements and processes for application, examination, and certification shall be identical for all individuals except as made necessary by differing national conditions of practice.
- 4.7 The CORPORATION shall hold certification examinations at least annually.
- 4.8 An individual's application and examination records are maintained in a confidential permanent record.
- 4.9 The CERTIFICATION BOARD shall maintain a permanent record of examination items utilized in all certification examinations.
- 4.10 Certification examinations shall be scored by the EXECUTIVE DIRECTOR or competent psychometric consultants against a predetermined passing point.
- 4.11 The CERTIFICATION BOARD shall approve a list of applicants who received a passing score, and may maintain a confidential record of applicants who did not.

- 4.12 The CERTIFICATION BOARD may approve on a case-by-case basis the substitution of professionally developed and administered examinations offered by other competent and accredited bodies for examinations developed by the CERTIFICATION BOARD, providing that such approved substitute examination is found to meet or exceed all appropriate requirements of this section.
- 4.13 The CERTIFICATION BOARD will provide facilities fully meeting Americans with Disability Act requirements. A request for reasonable testing accommodations must be accompanied by a certification by a health care provider of reasonable required accommodations
- 4.14 The CERTIFICATION BOARD will provide an alternative test date if the examination falls on a Sabbath that an applicant observes. A letter of confirmation from the applicant's clergy must accompany the request for an alternate test date.

## **SECTION 5: APPEALS OF DECISIONS**

- 5.1 Should the EXECUTIVE DIRECTOR or the CERTIFICATION BOARD receive a written appeal by an applicant or certificant of any action by or for the CERTIFICATION BOARD regarding eligibility determination, examination results or certification status, the following procedure shall be followed:
- (i) The EXECUTIVE DIRECTOR shall determine the facts underlying the appeal and seek to interview the appellant to seek a legal and equitable resolution.
  - (ii) If such resolution is not obtained by mutual agreement, the CHAIR shall appoint a three person appeal panel consisting of Directors, certificants, or other persons qualified by training and experience, and without conflict of interest, to hear such appeal.
  - (iii) The appellant shall have the opportunity to supply such information and evidence as he/she may desire; appear before and address the appeal panel; have other persons appear before and address the appeal panel; be present at all fact-finding meetings of the appeal panel; and be represented by counsel. The costs associated therewith shall be born by the appellant.
  - (iv) The appeal panel shall judge the information presented, report its findings, and make recommendations in writing to the CERTIFICATION BOARD.
  - (v) The CERTIFICATION BOARD shall, at its sole discretion, determine its action on the appeal after giving due regard to the appeal panel's findings and recommendations, the Bylaws of the CORPORATION, the Policies and Procedures of the CERTIFICATION BOARD, and applicable law.
  - (vi) A Director who serves on the appeal panel may speak to, but shall not vote on, the CERTIFICATION BOARD's action.
  - (vii) All of the above actions shall be taken in a timely manner and at reasonable locations, and the appellant shall be properly informed throughout.
- 5.2 A candidate may request that his or her answer sheet be re-scored manually at any time within 90 days after being notified of a "not passing" result. A fee is required for this service.

## **SECTION 6: PERIOD AND FEES**

- 6.1 Certification shall be granted for a period of three (3) years, and may be renewed. Certification shall be granted as soon as possible after determining that the applicant has met all of the qualifications.
- 6.2 An application/examination fee shall be submitted with the application for certification and shall be non-refundable.
- 6.3 A certification fee, which shall cover a period of three (3) years, shall be submitted with the application and will be refunded if the applicant fails to pass the exam or otherwise not be qualified, and at each renewal date.

- 6.4 Renewal shall be granted subject to the requirements defined in these policies and procedures relevant to each specific certification program.
- 6.5 Candidates have a one-year period within which to complete the certification process.
- a) Candidates must sit for the certification examination within one-year of approval. If the candidate does not, he/she must resubmit his/her certification application and exam fee.
  - b) Candidates who pass the certification examination must submit all required fees and/or meet all requirements within a six-month period of being informed that he/she passed the certification examination. If he/she does not, he/she must retake the examination.
  - c) Candidates who fail the certification examination and do not retake the examination within a one-year period, must resubmit an application.

## **SECTION 7: RENEWAL**

- 7.1 Renewal process ensures that certificants maintain good standing in the transportation profession and continue to enhance their knowledge of the technology and scientific principles related to the certificate program.
- 7.2 Renewal will be granted for a three-year period upon written application meeting the following conditions and accompanied by fees as established by the Board.
- 7.3 Ethical Declaration – Renewal application shall include a signed declaration that the applicant has read and will comply with the TPCB’s Code of Conduct for Certificants.
- 7.4 Opportunity for Renewal – The certificant will be sent a notice of expiration of their certificate 90 days in advance of the expiration date. Certificants are encouraged to renew their certificates prior to the expiration date. If a certificant does not renew his/her certificate within 90 days of the certification expiration date he/she must cease to use the certification credential and will be considered delinquent. A certificant may file an application for renewal up to six months after the expiration date. Failure to renew a certification within 6 months of the expiration date will require that the candidate for renewal reapply, pay the applicable fees and retake the applicable certification exam.
- 7.5 Expiration date for renewals will be three years from the date that the certificate originally expires irrespective of when the renewal application was received.
- 7.6 Continuing Professional Development – Renewal application shall include evidence in a form acceptable to the CERTIFICATION BOARD that the applicant has engaged in Professional Development Hours (PDH) of activities during the past certification period which should meet the following criteria:
- a) The subject matter of the activity shall be of a professional level and within the scope of the domains of the certification program.
  - b) The activity shall be educational in nature and have the clear purpose and objective of maintaining, improving or expanding professional skills and knowledge.
  - c) The activity shall be in addition to activities of the certificate holder’s normal work assignment.
  - d) For each educational activity meeting the above criteria:
    - (i) ONE PDH shall be credited for each nominal contact hour at a course, seminar or conference.
    - (ii) TEN PDH shall be credited for each Continuing Education Unit (CEU) meeting requirements of the International Association for Continuing Education and Training (IACET).
    - (iii) THIRTY PDH shall be credited for obtaining one academic quarter-hour credit in a course offered by a college or university.
    - (iv) FORTY PDH shall be credited for obtaining one academic semester-hour credit in a course offered by a college or university.

- (v) TWICE the PDH listed above shall be credited for the preparation and initial presentation (and possible associated publication) of a subject related to the domains of the specific certification program.
- e) TEN PDH shall be credited for active participation in the preparation and initial publication of a professional paper, article or book meeting the above criteria which is not eligible for credit under d)(v).
- f) TWO PDH shall be credited for serving as an officer or an active committee participant in a professional or technical society that meets the requirements of (a). This credit is limited to two PDH per year.
- g) 45 PDHs must be earned during the immediate past certification period and may not be carried forward.
- h) The specific number of PDHs to be earned for a certification program is shown in the respective renewal sections that follow.
- i) The applicant for renewal shall self-certify that the number of PDH claimed and the activities they are based on meet the above criteria. The certificant shall keep adequate records and make those available to the TPCB Board if the board chooses to audit the records.

## **SECTION 8: INACTIVE AND RETIRED STATUS**

- 8.1 Inactive Status – The CERTIFICATION BOARD may grant inactive status upon application by a certificate holder in good standing for a period of not less than one nor more than seven years to accommodate military service, educational or religious activities or personal reasons. Inactive status may not exceed consecutive years.
- 8.2 If granted inactive status, the certificate holder must add the term “inactive” to any use of CERTIFICATION BOARD authorized designations and agree that he/she will not practice the discipline associated with the certification in any form while in inactive status.
- 8.3 If granted inactive status, the certificate holder will not be required to apply for nor meet requirements for renewal, including further fees during the inactive period. Fees already paid for future years will be credited to post-inactive years but not refunded.
- 8.4 During inactive status, the certificate holder will have all rights, duties and privileges of a certificate holder, except the right to vote.
- 8.5 Upon application and payment of fees for the next certification period, the CERTIFICATION BOARD may return an applicant to active status at any time.
- 8.6 Within one year of being returned to active status, the applicant must provide the CERTIFICATION BOARD with evidence that he/she has, within the past three years, met the Continuing Professional Development requirements, based on a three-year requirement period.
- 8.7 Retired Status – The CERTIFICATION BOARD may grant retired status upon application by any certificate holder in good standing of age 65 or older.
- 8.8 If granted retired status, the certificate holder must add the term “retired” to any use of CERTIFICATION BOARD authorized designations and agree that he/she will not practice professional work in the discipline(s) in which the certificate holder was certified at the time retired status is granted at any time while in retired status.
- 8.9 If granted retired status, the certificate holder will not be required to apply for nor meet requirements for renewal, including further fees. However, for record purposes, retired certificate holders may, from time to time, be requested to acknowledge a desire to continue in that status.
- 8.10 During retired status, the certificate holder will have all rights, duties and privileges of a certificate holder, except the right to vote and the right to practice professional work in the discipline(s) in which the certificate holder was certified at the time retired status is granted.

- 8.11 Upon application, the CERTIFICATION BOARD may return a retired certificate holder to active status upon satisfying the requirements for renewal as set forth by the TPCB.

## **SECTION 9: DISCIPLINARY POLICY**

- 9.1 Certification will be revoked if the certificant has had his or her professional license, membership, or employment suspended or terminated for unethical or illegal action, or has been determined to violate the TPCB Code of Conduct Appendix A. Disciplinary actions shall only be taken after following the Procedure on Disciplinary Action Appendix B and determining that in fact a disciplinary action is warranted.

## **SECTION 10: PROFESSIONAL TRAFFIC ENGINEER CERTIFICATION – QUALIFICATIONS**

- 10.1 Definition: The Professional Traffic Operations Engineer is a person who applies a comprehensive knowledge of technology and scientific principles acquired through study and experience to supervision of the day-to-day operations of traffic systems, including the analysis of those operations, detection of problems and deficiencies, setting of priorities, assignment of resources and development of improvements in operations through geometric design, traffic control, or other means.
- 10.2 The Professional Traffic Operations Engineer may carry out some but not all of the above duties, or serve as a consultant to individuals with the above responsibilities.
- 10.3 Qualification – Registration: The Professional Traffic Operations Engineer is a Registered Professional Engineer in one or more states or provinces (or holds equivalent credentials if not practicing in North America) and is competent to certify that traffic operations projects adhere to established engineering standards for planning, specifications, and estimates. Loss of registration as a professional engineer (or equivalent credentials) shall automatically terminate certification as a Professional Traffic Operations Engineer.
- 10.4 Qualification – Experience: To be eligible for certification, the Professional Traffic Operations Engineer must have satisfactorily performed professional traffic operations engineering duties as defined above for a minimum of four years. Two years of such experience shall be as a registered professional engineer. The additional two years of professional traffic operations engineering experience may be obtained after registration or before registration under proper supervision. Successful completion of a masters degree program in the traffic operations area at an accredited institution may be substituted for one year of the pre-registration experience. Successful completion of a Ph.D. program in the traffic operations area at an accredited institution may be substituted for two years of pre-registration experience.
- 10.5 Documentation – Registration: An applicant residing in the United States or Canada, or any other jurisdiction in which a government body registers professional engineers, shall submit verifiable evidence of his/her valid registration as a professional engineer in one or more jurisdictions on the examination date. Licenses and certificates of registration from jurisdictions other than the United States or Canada shall be evaluated on a case-by-case basis to determine if they meet the minimum standards set by the CERTIFICATION BOARD.
- An applicant residing in a jurisdiction which does not provide governmental registration shall submit verifiable evidence of his/her professional education, membership in professional organizations, and other verifiable information which establishes to the sole satisfaction of the CERTIFICATION BOARD that the person has a status in that jurisdiction equivalent to that of a registered professional engineer in the United States or Canada.
- 10.6 Documentation – Experience: An applicant shall submit verifiable evidence that he/she has had at least four years of professional traffic operations engineering experience as defined above. Such evidence may be in the form of officially adopted job descriptions and dates of service; self-

prepared descriptions of duties and responsibilities and dates of service, accompanied by references from clients, supervisors, or registered professional engineers familiar with the applicant's responsibilities; or examples of research, studies, plans and specifications or reports for which the applicant had professional responsibility. The adequacy of such evidence shall be at the sole determination of the CERTIFICATION BOARD, subject to the appeal procedures of these Policies.

- 10.7 Documentation – Education: An applicant shall submit transcripts of all educational programs being used to meet the experience requirements of paragraph 10.7 of these policies.
- 10.8 Other Documentation: An applicant shall submit a statement that his/her registration as a professional engineer in any jurisdiction or her/his membership in any professional engineering organization or his/her employment or engagement as a professional engineer has never been suspended nor terminated for unethical or illegal actions; or, if such has occurred, the time and circumstances of the violation and the terms of the suspension or termination have been met.
- 10.9 Review, acceptance, or rejection of application information may be delegated to the EXECUTIVE DIRECTOR or other employees or consultants following guidelines established by a Qualifications Committee named by the Chair and chaired by the Executive Director.
- 10.10 All information submitted by applicants and any unfavorable action on an application shall be completely confidential.
- 10.11 A completed PTOE application form as provided on [www.TPCB.org](http://www.TPCB.org) website. The form shall include an attestation by the applicant that the information is correct.
- 10.12 All applicants must take and pass the CERTIFICATION BOARD'S examination.
- 10.13 The term 'Registered Professional Engineer' is used to denote a person who is licensed by a state, province or other governmental body to engage in the practice of civil, mechanical, electrical or general engineering in that jurisdiction.
- 10.14 Examination Procedures – The examination for Professional Traffic Operations Engineer will be in a multiple-choice format. The examination will be closed book and applicants may not possess any written, electronic, communication or other material or equipment other than:
  - (i) Materials provided by the examination administrator
  - (ii) Pencils and erasers
  - (iii) A non-programmable arithmetic calculator not capable of storing or displaying words
  - (iv) Materials or equipment required by physical or medical conditions of the applicant and approved in advance by the examination administrator.Possession of any materials or equipment other than listed above may be cause for immediate disqualification of the applicant at the sole discretion of the examination administrator.
- 10.15 Qualification Date – An applicant may be permitted to sit for a Professional Traffic Operations Engineer examination if, at the sole discretion of the EXECUTIVE DIRECTOR, it can be reasonably expected that the candidate will meet all examination prerequisites within six months of the examination date.
- 10.16 Applicants from outside of the United States and Canada who do not have a current P. E. or P. ENG license once they have fulfilled the PTOE requirements will be granted the designation of a Certified Traffic Operations Professional, CTOP.

## **SECTION 11: PROFESSIONAL TRAFFIC OPERATIONS ENGINEER RENEWAL REQUIREMENTS**

- 11.1 To maintain certification, the Professional Traffic Operations Engineer must continue to meet the requirements established by the CERTIFICATION BOARD and provide evidence that his/her professional engineering license is current.

- 11.2 Renewal will be granted for a three-year period upon written application meeting the conditions and accompanied by fees as established in Sections 6 and 7.
- 11.3 Continuing Professional Development – Renewal application shall include evidence in a form acceptable to the CERTIFICATION BOARD that the applicant has engaged in at least 45 Professional Development Hours (PDH) of activities during the past certification period which should meet the following criteria:
- a) The subject matter of the activity shall be professional level traffic operations engineering as defined in these procedures.
  - b) The activity shall be educational in nature and have the clear purpose and objective of maintaining, improving or expanding professional skills and knowledge. The study should relate primarily to technical competence in:
    - (i) traffic operations analysis
    - (ii) operational effects of geometric designs
    - (iii) traffic safety
    - (iv) traffic control devices
    - (v) traffic engineering studies, or
    - (vi) social, environmental and institutional issues in traffic operations practice.
  - c) The activity shall be in addition to activities of the certificate holder's normal work assignment.

## **SECTION 12: Traffic Operations Practitioner Specialist CERTIFICATION – QUALIFICATIONS**

- 12.1 Definition: The Traffic Operations Practitioner Specialist (TOPS) is a person who applies a comprehensive knowledge of technology and scientific principles acquired through study and experience of the day-to-day operations of traffic systems, including the analysis of those operations, detection of problems and deficiencies, setting of priorities, assignment of resources and development of improvements in operations through geometric design, traffic control, or other means at the practitioner level.
- 12.2 The Traffic Operations Practitioner Specialist may carry out some but not all of the above duties, or serve as a consultant to individuals with the above responsibilities.
- 12.3 Qualification – Experience: The Traffic Operations Practitioner Specialist has a minimum of five years experience. The applicant may not already have a professional engineering license or the equivalent.
- 12.4 Qualification – Education: May be substituted for experience based on a two, three or four year program of TOPS relevant education or training. A maximum of four years of education may be applied to the experience requirement.
- 12.5 The Traffic Operations Practitioner Specialist exam is no longer offered. Individuals who are currently TOPS certificants may renew their certification by submitting a renewal application and meet all of the renewal requirements. All renewal applications must be received before six months after the expiration date of their certification. Failure to do so will result in the relinquishing the right to use the designation TOPS.

## **SECTION 13: Traffic Operations Practitioner Specialist RENEWAL REQUIREMENTS**

- 13.1 To maintain certification, the Traffic Operations Practitioner Specialist must continue to meet the requirements established by the CERTIFICATION BOARD.
- 13.2 Renewal will be granted for a three-year period upon written application meeting the conditions and accompanied by fees as established in Sections 6 and 7.

- 13.3 Continuing Professional Development – Renewal application shall include evidence in a form acceptable to the CERTIFICATION BOARD that the applicant has engaged in at least 30 Professional Development Hours (PDH) of activities during the past certification period which should meet the following criteria:
- a) The subject matter of the activity shall be practitioner level traffic operations engineering as defined in these procedures.
  - b) The activity shall be educational in nature and have the clear purpose and objective of maintaining, improving or expanding professional skills and knowledge. The study should relate primarily to technical competence in:
    - i) traffic operations studies
    - ii) traffic devices
    - iii) elements of design
    - iv) traffic safety
    - v) incident management, or
    - vi) transportation management.

#### **SECTION 14: Traffic Signal Operations Specialist CERTIFICATION – QUALIFICATIONS**

- 14.1 Definition: The Traffic Signal Operations Specialist (TSOS) is a person who applies a comprehensive knowledge of technology and scientific principles acquired through study and experience associated with-the day-to-day operations of traffic signals and signal systems at the practitioner level.
- 14.2 The Traffic Signal Operations Specialist may carry out some but not all of the above duties, or serve as a consultant to individuals with the above responsibilities.
- 14.3 Qualification – Experience: The Traffic Signal Operations Specialist has a minimum of five years experience.
- 14.4 Qualification – Education: May be substituted for experience based on a two, three or four year program of TSOS relevant education or training. A maximum of four years of education may be applied to the experience requirement.
- 14.5 Documentation – Experience: An applicant shall submit verifiable evidence that he/she has met the experience requirement. Such evidence may be in the form of officially adopted job descriptions and dates of service; self-prepared descriptions of duties and responsibilities and dates of service, accompanied by references from clients, supervisors, or registered professional engineers familiar with the applicant’s responsibilities; or examples of research, studies, plans and specifications or reports for which the applicant had responsibility. The adequacy of such evidence shall be at the sole determination of the CERTIFICATION BOARD.
- 14.6 Documentation – Education: An applicant shall submit transcripts of all educational programs being used to meet the experience requirements of these policies.
- 14.7 Review, acceptance, or rejection of application information may be delegated to the EXECUTIVE DIRECTOR or other employees or consultants following guidelines established by a Qualifications Committee named by the Chair and chaired by the Executive Director.
- 14.8 All information submitted by applicants and any unfavorable action on an application shall be completely confidential.
- 14.9 A completed TSOS application form as provided on [www.TPCB.org](http://www.TPCB.org) website. The form shall include an attestation by the applicant that the information is correct.
- 14.10 Examination Procedures – The examination for Traffic Signal Operations Specialist will be in a multiple-choice format. The examination will be closed book and applicants may not possess any written, electronic, communication or other material or equipment other than:
- i) Materials provided by the examination administrator

- ii) Pencils and erasers
  - iii) A non-programmable arithmetic calculator not capable of storing or displaying words
  - iv) Materials or equipment required by physical or medical conditions of the applicant and approved in advance by the examination administrator.
- Possession of any materials or equipment other than listed above may be cause for immediate disqualification of the applicant at the sole discretion of the examination administrator.

## **SECTION 15: Traffic Signal Operations Specialist RENEWAL REQUIREMENTS**

- 15.1 To maintain certification, the Traffic Signal Operations Specialist must continue to meet the requirements established by the CERTIFICATION BOARD.
- 15.2 Renewal will be granted for a three-year period upon written application meeting the conditions and accompanied by fees as established in Sections 6 and 7.
- 15.3 Continuing Professional Development – Renewal application shall include evidence in a form acceptable to the CERTIFICATION BOARD that the applicant has engaged in at least 30 Professional Development Hours (PDH) of activities during the past certification period which should meet the following criteria:
- a) The subject matter of the activity shall be practitioner level traffic operations engineering as defined in these procedures.
  - b) The activity shall be educational in nature and have the clear purpose and objective of maintaining, improving or expanding professional skills and knowledge. The study should relate primarily to technical competence in:
    - i) principles of signals and signal systems
    - ii) elements of signal design and implementation
    - iii) signal timing, or
    - iv) signal operations and safety reviews.
  - c) The activity shall be in addition to activities of the certificate holder's normal work assignment.

## **SECTION 16: Professional Transportation Planner Certification**

- 16.1 Definition: The Professional Transportation Planner (PTP) is a person who applies a comprehensive knowledge of planning principles acquired through study and experience to examine and evaluate the potential of future actions to improve movement of people and goods by motor vehicle, public transportation, walking and cycling in accordance with a set of objectives.
- 16.2 The Professional Transportation Professional may carry out some but not all of the above duties, or serve as a consultant to individuals with the above responsibilities.
- 16.3 Qualification – Education: The Professional Transportation Planner has an accredited master's or Ph.D. degree in planning or transportation with three years of professional work experience in transportation planning, or have an accredited bachelor's degree in a transportation, or planning course of study and four years of professional work experience in transportation planning, or have an accredited bachelor's degree in a non-transportation, or non-planning course of study and five years of professional work experience in transportation planning.
- 16.4 Qualification – Experience: To be eligible for certification as a Professional Transportation Planner applicant must have four years of professional work experience in transportation planning, or have an accredited bachelor's degree in a non-transportation, or non-planning course of study and five years of professional work experience in transportation planning.
- 16.5 Documentation – Experience: An applicant shall submit verifiable evidence that he/she has had at least three years of professional transportation planning experience as defined above. Such evidence may be in the form of officially adopted job descriptions and dates of service; self-prepared descriptions of duties and responsibilities and dates of service for which the applicant

had professional responsibility. The adequacy of such evidence shall be at the sole determination of the CERTIFICATION BOARD, subject to the appeal procedures of Section 5 of these Policies.

- 16.6 Documentation – Education: An applicant shall submit transcripts of all educational programs being used to meet the experience requirements of these policies.
- 16.7 Review, acceptance, or rejection of application information may be delegated to the EXECUTIVE DIRECTOR or other employees or consultants following guidelines established by a Qualifications Committee named by the Chair and chaired by the Executive Director.
- 16.8 All information submitted by applicants and any unfavorable action on an application shall be completely confidential.
- 16.9 A completed PTP application form as provided on [www.TPCB.org](http://www.TPCB.org) website. The form shall include an attestation by the applicant that the information is correct.
- 16.10 Examination Procedures – The examination for Professional Transportation Planner will be in a multiple-choice format. The examination will be closed book and applicants may not possess any written, electronic, communication or other material or equipment other than:
  - (i) Materials provided by the examination administrator
  - (ii) Pencils and erasers
  - (iii) A non-programmable arithmetic calculator not capable of storing or displaying words
  - (iv) Materials or equipment required by physical or medical conditions of the applicant and approved in advance by the examination administrator.Possession of any materials or equipment other than listed above may be cause for immediate disqualification of the applicant at the sole discretion of the examination administrator.
- 16.11 Qualification Date – An applicant may be permitted to sit for a Professional Transportation Planner examination if, at the sole discretion of the EXECUTIVE DIRECTOR, it can be reasonably expected that the candidate will meet all examination prerequisites within six months of the examination date.

## **SECTION 17: Professional Transportation Planner RENEWAL REQUIREMENTS**

- 17.1 To maintain certification, the Professional Transportation Planner must continue to meet the requirements established by the CERTIFICATION BOARD.
- 17.2 Renewal will be granted for a three-year period upon written application meeting the conditions and accompanied by fees as established in Sections 6 and 7.
- 17.3 Continuing Professional Development – Renewal application shall include evidence in a form acceptable to the CERTIFICATION BOARD that the applicant has engaged in at least 45 Professional Development Hours (PDH) of activities during the past certification period which should meet the following criteria:
  - a) The subject matter of the activity shall be professional level transportation planning.
  - b) The activity shall be educational in nature and have the clear purpose and objective of maintaining, improving or expanding professional skills and knowledge. The study should relate primarily to technical competence in:
    - i Land use and transportation relationships
    - ii Needs assessment for short and long range projects
    - iii Transportation system planning for short and long range goals
    - iv Transportation system evaluation
    - v Public policy
    - vi Environmental analysis
    - vii Plan implementation.
  - c) PDH must be earned during the immediate past certification period and may not be carried forward.

- d) The applicant for renewal shall self-certify that the number of PDH claimed and the activities they are based on meet the above criteria.