

INSTRUCTIONS FOR APPLYING FOR CERTIFICATION AS A PROFESSIONAL TRANSPORTATION PLANNER™ (PTP)

Carefully read all of the directions before completing the application.

Applications must be typed or legibly printed in ink.

Required documents must be enclosed as part of the application.

- 1** Check the TPCB Web site, www.tpcb.org/examschedule.asp, for up-to-date information and exam schedules.
- 2** Enter your name as you would like it to appear on your transportation planner certificate. A middle name or initial is not required. Enter birth date in the format: "Jan. 1, 1999." A driver's license number or other photo identification number is required for entrance to the examination. Postal code may be omitted if not applicable.
- 3** Please list any current licenses or planning and/or transportation certification issued to you.
"Continuing Professional Development" refers to a verified requirement that the holder of a professional planner license, or planning and/or transportation certification, engage in a specified quantity of educational or professional improvement activities in order to maintain a valid license.
- 4** If the issuing institution is not identifiable by name alone, please include the location.
- 5** The Certification Board has adopted the following definition "*Transportation planning is the discipline that examines and evaluates 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.*
Providing cooperative interaction between the public, transportation professionals and decision makers— transportation planning balances the needs of access mobility and safety with environmental economic and social equity concerns."
You should analyze the professional activities involved in each of your reported assignments and estimate an equivalent time for that portion of the assignment devoted to transportation planning. Supervision of transportation planning employees, including time spent on associated administrative functions, is considered to be the practice of transportation planning and non-transportation planning responsibilities should be prorated on a supportable basis.
- 6** Enter the engagement from/to dates in the format 1/98–2/99 and the amount of applicable transportation planning experience in 1/10 year increments.
- 7** List the requested information. If the organization name is not adequate identification, please include a location.
- 8** The TPCB will provide facilities fully meeting ADA requirements, similar to those provided to you at your professional school. A request for reasonable testing accommodation must be accompanied by a certification by your health-care provider of reasonable required accommodations.
- 9** The TPCB will provide an alternate test date if the examination falls on a Sabbath that you observe. Your request for an alternate test date must be accompanied by a letter of confirmation from your clergy.
- 10** Fees are as follows:
Application and examination fee (nonrefundable)\$150
Three year certification fee. (Will be refunded to unsuccessful candidates)\$275
Payment of \$425 must accompany application. Please make check payable to TPCB Inc. Certification fee will be refunded if you do not meet the PTP requirements.
- 11** The statement of obligation is an important part of this application. You should read and understand that it limits certain rights to damages and requires you to certify that the information you supply is based on these instructions and is accurate and complete. It also affirms that you have not had professional license, membership, or employment suspended or terminated for unethical or illegal actions. Please contact staff if you have any questions.
- 11** You must sign and date your application.
Note: For exam preparation information, please visit the TPCB Web site at www.tpcb.org/ptp.