

# Transportation Professional Certification Board, Inc.

Policies and Procedures  
Approved November 2019

## SECTION 1: AUTHORITY

- 1.1 These Policies and Procedures are adopted by the Board of Directors (the CERTIFICATION BOARD/TPCB) 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/TPCB.

## SECTION 2: FINANCIAL

- 2.1 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 the approval of the CERTIFICATION BOARD.
- 2.2 The EXECUTIVE DIRECTOR shall execute all contracts on behalf of the CORPORATION.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 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 Meeting. The results of these audits shall be presented at the meeting and be available at all times to Directors and certificants.
- 2.7 The CERTIFICATION BOARD shall determine the investment policy of funds of the CORPORATION not needed for current operations.
- 2.8 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: NOMINATION AND ELECTION SCHEDULE FOR DISCIPLINE DIRECTORS

- 3.1 The solicitation for candidates for Discipline Directors shall begin on July 1 and end on August 1 of each year.

- 3.2 The Nominations Committee shall select candidates for any Discipline vacancy and have the nominees approved by the CERTIFICATION BOARD by August 15 of each year.
- 3.3 The electronic ballot shall be mailed to all eligible voting members no later than September 1<sup>st</sup> of each year. The polling period for the election shall end at 8:00 pm (Eastern Time) on the second Friday of September.
- 3.4 The CERTIFICATION BOARD may choose to nominate an incumbent Discipline Director to run unopposed for a second term.

#### SECTION 4: NOMINATION AND SELECTION SCHEDULE FOR ORGANIZATIONAL DIRECTORS

- 4.1 The solicitation for candidates for Organizational Directors shall begin on June 1 and end on July 1 of each year.
- 4.2 The Nominations Committee shall select candidates for any Organizational Director vacancy and have the nominees approved by the CERTIFICATION BOARD by August 15 of each year.

#### SECTION 5: BOARD EXECUTIVE COMMITTEE

- 5.1 The CERTIFICATION BOARD Executive Committee shall consist of the Chairperson, Vice-Chairperson, Immediate Past Chair and Executive Director.
- 5.2 The CERTIFICATION BOARD shall elect the Chairperson and Vice-Chairperson.
- 5.3 The terms of office for the Chairperson, Vice-Chairperson and Immediate Past Chair shall be typically for two years.
- 5.4 The Vice-Chairperson shall succeed the Chairperson when the Chairperson's term of office ends.
- 5.5 It is the intent of the CERTIFICATION BOARD to select a Vice-Chairperson who has served on the Board for at least one year in their first term to help ensure continuity of the leadership of the Board. They may not be in their 5th year of service on the CERTIFICATION BOARD however.

#### SECTION 6: CONFIDENTIALITY AND DISCLOSURE/CONFLICT OF INTEREST

- 6.1 Prior to assuming office, each Director shall agree to confidentiality and disclosure rules required by Bylaws Article III, Section 7.
- 6.2 All individuals involved with test development shall agree to confidentiality and disclosure rules established by the CERTIFICATION BOARD.
- 6.3 The CERTIFICATION BOARD shall establish rules to assure that all exam administration, development materials, applications and exam scores are secure. Additionally, all applicant, candidate and certificant privacy must be maintained at all times and any records or policies established must protect all confidential information of the individual by using all necessary precautions with password protected computer files and on servers and software in addition to appropriately locked physical storage files. All personnel with access shall have appropriate non-disclosure agreements on file as well. At no time will any test results or personal information be given over the phone or electronically and information will only be sent to an individual via mail or certified mail to the last known address. TPCB maintains all certificant records in perpetuity and

will do so until such time as the CERTIFICATION BOARD determines there should be a time limit established.

- 6.4 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.
- 6.5 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.
- 6.6 All functions performed by the CERTIFICATION BOARD, its certification staff, committee members, and all Subject Matter Experts (SME's) must be impartial related to education/training leading to initial certification. Additionally, personnel will be recused from certain tasks, discussions, or decisions if there is a conflict of interest in a particular circumstance.

## SECTION 7: CERTIFICATION PROCEDURES

- 7.1 All items included on a TPCB Certification Examination shall be appropriately validated.
- 7.2 Each item included on a TPCB Certification Examination shall be approved by at least 90% of the validation panel.
- 7.3 The passing point for potential certificants shall be established by the CERTIFICATION BOARD, after consultation with a competent psychometrician(s).
- 7.4 The qualifications for certification and the scope of each certification examination as well as the results obtained from the use of each exam conducted by the CORPORATION shall be reviewed as follows: A key review will be conducted by TPCB's authorized third-party provider following the creation of each new exam form.

A statistical review will be conducted by TPCB's authorized third-party provider after each testing window to identify any possible problems. This review is done as part of releasing exam results.

A deeper statistical review is conducted for larger programs that is facilitated by TPCB's third-party provider and includes panelists (Note: accredited programs will need an annual review regardless of the program size).

The CERTIFICATION BOARD will also ensure that an annual review of the eligibility requirements for certification program will be conducted.

- 7.5 Regular item review should also be conducted by the TPCB's authorized third-party provider to ensure that a new exam form receives item and key review before the new exam form is equated to the previous exam form using classical equating procedures.
- 7.6 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.
- 7.7 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.
- 7.8 The CORPORATION shall hold certification examinations at least annually.

- 7.9 An individual's application and examination records are maintained in a confidential permanent record.
- 7.10 The CERTIFICATION BOARD shall maintain a permanent record of examination items utilized in all certification examinations.
- 7.11 Certification examinations shall be scored by the EXECUTIVE DIRECTOR or competent psychometric consultants against a predetermined passing point.
- 7.12 The CERTIFICATION BOARD shall approve a list of applicants who received a passing score, and shall maintain a confidential record of applicants who did not.
- 7.13 The CERTIFICATION BOARD will provide facilities fully meeting the 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
- 7.14 The CERTIFICATION BOARD and staff will ensure that the selection of SMEs assembled for any part of the test development or revision will represent the relevant characteristics of the group being certified. Additionally, there can be no disproportionate influence by any individual group.
- 7.15 Following the performance of a job task analysis for any certification, an ad hoc committee will be assembled to review the recertification period, eligibility, time limits and the relevant knowledge and skills for each certification. It is recognized that these things may need to change over time.

#### SECTION 8: APPEALS OF DECISIONS

- 8.1 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 CERTIFICATION BOARD 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 borne 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.

- 8.2 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 9: PERIOD AND FEES

- 9.1 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.
- 9.2 An application/examination fee shall be submitted with the application for certification and shall be non-refundable.
- 9.3 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.
- 9.4 Renewal shall be granted subject to the requirements defined in these policies and procedures relevant to each specific certification program.
- 9.5 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 10: RENEWAL

- 10.1 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.
- 10.2 Renewal will be granted for a three-year period upon written application meeting the following conditions and accompanied by fees as established by the CERTIFICATION BOARD.
- 10.3 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.
- 10.4 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.

- 10.5 Expiration date for renewals will be three years from the date that the certificate originally expires irrespective of when the renewal application was received.
- 10.6 Continuing Professional Development –Each 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:
    - 1. ONE PDH shall be credited for each nominal contact hour at a course, seminar or conference.
    - 2. TEN PDH shall be credited for each Continuing Education Unit (CEU) meeting requirements of the International Association for Continuing Education and Training (IACET).
    - 3. THIRTY PDH shall be credited for obtaining one academic quarter-hour credit in a course offered by a college or university.
    - 4. FORTY PDH shall be credited for obtaining one academic semester-hour credit in a course offered by a college or university.
    - 5. 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 d5.
  - 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) The specific number of PDHs to be earned for a certification program is shown in the respective renewal sections that follow.
  - h) 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 CERTIFICATION BOARD if the Board chooses to audit the records.

## SECTION 11: INACTIVE AND RETIRED STATUS

- 11.1 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 seven consecutive years.
- 11.2 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.
- 11.3 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.

- 11.4 During inactive status, the certificate holder will have all rights, duties and privileges of a certificate holder, except the right to vote.
- 11.5 Upon application and payment of fees for the next certification period, the CERTIFICATION BOARD may return an applicant to active status at any time.
- Within two years 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.
- 11.6 Hardship Status – The CERTIFICATION BOARD may grant hardship status upon application by a certificate holder in good standing for a period not to exceed one year to accommodate an individual's unique employment, medical or financial situation. During this period, the individual may not continue to use the credentials. During this period, the applicant will not have all rights, duties and privileges of certification.
- 11.7 Retired Status – The CERTIFICATION BOARD may grant retired status upon application by any certificate holder in good standing of age 65 or older.
- 11.8 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.
- 11.9 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.
- 11.10 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.
- 11.11 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 CERTIFICATION BOARD.

## SECTION 12: DISCIPLINARY POLICY

- 12.1 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. Disciplinary actions shall only be taken after following the Procedure on Disciplinary Action and determining that in fact a disciplinary action is warranted.
- 12.2 Certification may be denied by the CERTIFICATION BOARD if an individual taking a certification exam is deemed by the Certification Service Provider or its proctors to have committed an unethical or illegal action or violated what the TPCB embraces as its Code of Conduct for all certificants or those aspiring to be certified—provided a procedure on

Disciplinary Action has been followed and it is determined that a disciplinary action is warranted.

### SECTION 13: PROFESSIONAL TRAFFIC OPERATIONS ENGINEER (PTOE) CERTIFICATION – QUALIFICATIONS

- 13.1 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.
- 13.2 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.
- 13.3 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. The CERTIFICATION BOARD has determined that all candidates meeting all certification and educational training requirements may use the PTOE credentials as long as they do not show a balance on their account. If payment is outstanding, full payment is required before the PTOE can be used.
- 13.4 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. Successful completion of a master's 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.
- 13.5 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.

- 13.6 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.

- 13.7 Documentation – Education: An applicant shall submit transcripts of all educational programs being used to meet the education requirements of paragraph 13.4 of these policies.
- 13.8 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.
- 13.9 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 TPCB Chair and chaired by the Executive Director.
- 13.10 All information submitted by applicants and any unfavorable action on an application shall be completely confidential.
- 13.11 A PTOE application form as provided on [www.TPCB.org](http://www.TPCB.org) website shall be completed. The form shall include an attestation by the applicant that the information is correct.
- 13.12 All applicants must take and pass the CERTIFICATION BOARD'S examination.
- 13.13 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.
- 13.14 CERTIFICATION BOARD 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 materials (list of approved devices: <https://www.tpcb.org/certification/ptoe/exam-day/> ) Candidates are provided access to a scientific calculator within the testing platform for the exam.
  - (iv.) 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.
- 13.15 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.

- 13.16 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.
- 13.17 Every three years, the CERTIFICATION BOARD must review the policies and procedures as it relates to and determines an applicant, candidate or certificant's compliance with established definition, qualifications, documentation and submission of certification materials.

#### SECTION 14: PROFESSIONAL TRAFFIC OPERATIONS ENGINEER (PTOE) RENEWAL REQUIREMENTS

- 14.1 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.
- 14.2 Renewal will be granted for a three-year period upon written application meeting the conditions and accompanied by fees as established in Sections 9 and 10.
- 14.3 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.The activity shall be in addition to activities of the certificate holder's normal work assignment.
  - c. Beginning January 2018, TPCB will implement a system in which 20% of all renewal application materials are verified and audited, aligning with industry best practices.

#### SECTION 15: PROFESSIONAL TRANSPORTATION PLANNER (PTP) CERTIFICATION

- 15.1 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.
- 15.2 The Professional Transportation Planner may carry out some but not all of the above duties, or serve as a consultant to individuals with the above responsibilities.

- 15.3 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.
- 15.4 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.
- 15.5 The CERTIFICATION BOARD has determined that all candidates meeting all certification and education training requirements may use the PTP® credentials as long as they do not show a balance on their account. If payment is outstanding, full payment is required before the PTP® can be used.
- 15.6 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 8 of these Policies.
- 15.7 Documentation – Education: An applicant shall submit transcripts of all educational programs being used to meet the education requirements of these policies.
- 15.8 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 CERTIFICATION BOARD Chair and chaired by the Executive Director.
- 15.9 All information submitted by applicants and any unfavorable action on an application shall be completely confidential.
- 15.10 A PTP application form as provided on [www.TPCB.org](http://www.TPCB.org) website shall be completed. The form shall include an attestation by the applicant that the information is correct.
- 15.11 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 materials (list of approved devices: <https://www.tpcb.org/certification/ptp/exam-day/> ) Candidates are provided access to a scientific calculator within the testing platform for the exam
  - (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.

- 15.12 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.
- 15.13 Every three years, the CERTIFICATION BOARD must review the policies and procedures as it relates to and determines an applicant, candidate or certificant's compliance with established definition, qualifications, documentation and submission of certification materials.

## SECTION 16: PROFESSIONAL TRANSPORTATION PLANNER RENEWAL REQUIREMENTS

- 16.1 To maintain certification, the Professional Transportation Planner must continue to meet the requirements established by the CERTIFICATION BOARD.
- 16.2 Renewal will be granted for a three-year period upon written application meeting the conditions and accompanied by fees as established in Sections 9 and 10.
- 16.3 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) PDHs must be earned during the immediate past certification period and may not be carried forward.
  - d) Beginning January 2018, the CERTIFICATION BOARD will implement a system in which 20% of all renewal application materials are verified and audited, aligning with industry best practices.

## SECTION 17: ROAD SAFETY PROFESSIONAL (RSP) QUALIFICATIONS AND REQUIREMENTS

17.1 Definition of RSP 1: Those achieving Level 1 certification will have demonstrated proficiency in the foundations of road safety principles. The exam is for a broad audience of professionals who in the performance of their work make decisions or take actions that potentially impact the safety of the traveling public. This includes those in the engineering, motor vehicle, behavioral, law enforcement, and emergency response communities. Those who have level 1 certification can now apply and take an exam to certify at level 2 either for an "infrastructure specialty" or a "behavioral specialty" or both.

Definition of RSP 2: This certification is geared toward professionals whose primary job functions are directed at improving the safety performance of the surface transportation system. It is for professionals

responsible for developing and implementing engineering or behavioral programs aimed at reducing the number of fatalities and injuries due to road crashes. Prospective certificants will select between a Level 2 certification with a “behavioral specialty” or Level 2 certification with an “infrastructure specialty.” Prospective certificants can apply to take the two exams to certify on both specialties.

The need for RSP Certification—and more broadly the formalization of the road safety professional—has been well-documented in available literature. In part, this need stems from the broadening scope of the road safety professional and the need to base road safety decisions on factual knowledge, regardless of the particular area of practice within the profession. Moreover, currently, university/college programs in USA and Canada have not sufficiently addressed this need. Improving road safety performance (measured in terms of reduction in fatalities and injuries) demands that decision makers at all levels be informed of the integration and broadening of safety and be provided with opportunities to become knowledgeable of the safety impacts of their decisions. To support this fundamental demand, factual and evidence-based knowledge and as such, knowledgeable professionals, must be available.

#### 17.2 Qualifications:

**Qualifications for the RSP 1 exam--** Pre-requisites to take the Level 1 exam include:

- A bachelor’s degree from an accredited university and a minimum of two years of professional experience in transportation, highway safety, or public health; or
- A minimum of four years of professional experience in transportation, highway safety, or public health fields.

**Qualifications for the RSP 2 exam--** Pre-requisites for the Level 2 exam include:

- Successful completion of the RSP 1 exam (The RSP 1 and RSP 2 exams can be taken concurrently); and
- A bachelor’s degree from an accredited university and a minimum of five years of professional experience in transportation, highway safety, or public health; or
- Successful completion of the RSP 1 exam (The RSP 1 and RSP 2 exams can be taken concurrently); and
- A minimum of ten years of professional experience in transportation, highway safety, or public health fields.

17.3 Documentation for RSP 1 and RSP 2: Experience: An applicant shall submit verifiable evidence that he/she has had at least two or four years of experience for RSP 1 (as noted in 17.2) and five or 10 years of experience for RSP 2 (as noted in 17.2.) 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 8 of these policies.

17.4 Documentation for RSP 1 and RSP 2: Education: An applicant shall submit transcripts of all educational programs being used to meet the education requirements noted in 17.2.

17.5 All information submitted by applicants and any unfavorable action on an application shall be completely confidential.

17.6 A completed application form as provided on the [TPCB web site](#) shall include an attestation by the applicant that the information is correct.

17.7 The examination for the RSP 1 and RSP 2 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:

- a. Materials provided by the examination administrator
- b. Pencils and erasers

- c. A calculator is NOT needed for the RSP 1 exam. For RSP 2 ,a non-programmable arithmetic calculator not capable of storing or displaying words materials (list of approved devices: <https://www.tpcb.org/certification/ptoe/exam-day/> ) Candidates are provided access to a scientific calculator within the testing platform for the exam.
- d. Materials or equipment required by physical or medical conditions of the applicant and approved in advance by the examination administrator.

17.8 Every three years, the Certification Board must review the policies and procedures as it relates to and determines an applicant, candidate or certificant's compliance with established definition, qualifications, documentation and submission of certification materials.

17.9 Beginning August 2019, TPCB implemented a system in which 20% of all new certification application materials are verified and audited, aligning with industry best practices.

## SECTION 18: ROAD SAFETY PROFESSIONAL RENEWAL REQUIREMENTS

18.1 Renewal will be granted for a three-year period upon written application meeting the conditions and accompanied by fees as established in Sections 9 and 10.

18.2 Continuing Professional Development—The renewal application shall include evidence in a form acceptable to the CERTIFICATION BOARD that the applicant has engaged in the number of Professional Development Hours (PDH) of activities during the past certification period which should meet the following criteria:

- a. The renewal of RSP 1 requires—a minimum of 24 PDHs of activities as shown in Section 18.3
- b. The renewal of RSP 2 requires a minimum of 45 PDHs of activities as shown in Section 18.3.
- c. A certificant who holds both RSP 2 in behavioral and infrastructure specialties will require 60 PDHs of activities as shown in Section 18.3 (with a minimum of 15 PDHs on any one of the behavioral and infrastructure specialties.
- d. PDHs must be earned during the immediate past certification period and may not be carried forward.

18.3 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:

### RSP 1 Exam

Domain i: Foundations of Road Safety

Domain ii: Measuring Safety

Domain iii: Human Behavior and Road Safety

Domain iv: Solving Safety Problems

Domain v: Implementing Road Safety programs

### RSP 2—Behavioral Specialty

Domain i: Fundamentals

Domain ii: Road Safety Program Management

Domain iii: Safety Data and Analysis

Domain iv: Target Crashes and Countermeasures

Domain v: Human Health and Transportation Modes

Domain vi: Public health and Transportation Safety

Domain vii: Addressing Safety Problems with Public Policy (law, regulation, policies and standards)

Domain viii: Strategic Safety Planning

Domain ix: Safe System Approach

### RSP 2—Infrastructure

Domain i: Fundamentals

Domain ii: Road Safety Management  
Domain iii: Acquiring and Using Safety Data  
Domain iv: Crash Prediction and Trend Interpretation  
Domain v: Target Crashes and Countermeasures  
Domain vi: Multimodal Transportation Safety  
Domain vii: Addressing Safety Problems with Policy  
Domain viii: Safe System and Vision Zero Approaches

18.4 Beginning January 2018, TPCB implemented a system in which 20% of all certification renewals materials are verified and audited, aligning with industry best practices.