RECERTIFICATION HANDBOOK

SAFETY CERTIFICATION FOR TRANSPORTATION PROJECT PROFESSIONALS™
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Introduction

Thank you for your interest in renewing your Safety Certification for Transportation Project Professionals (SCTPP) certification offered by the ARTBA Transportation Development Foundation. Your continued commitment to safety in the transportation construction industry is commendable.

Holding a SCTPP credential requires that you actively demonstrate continued competence to stay up-to-date with changes in the transportation construction industry safety field through continued professional development and recertification. To keep your SCTPP credential active, you are required to recertify every three years on or before the date of your original certification. You can achieve recertification by completing the required professional development hours (PDHs) by taking the appropriate safety training and classes, or by re-testing.

This Handbook provides an overview of the requirements for recertification, and the policies that guide our decisions to approve your application.
Philosophy of Recertification

The recertification program was developed to ensure that safety certified transportation project professionals maintain their competency in the area of transportation construction safety and are dedicated to upholding high standards of ethical and professional practice. As such, specific recertification requirements have been established:

1. Recertification is defined as a process to ensure that certifications maintain continued competency in transportation construction safety.

2. Upholding high standards of ethical and legal practice is a primary tenet of the certification program and therefore a requirement of recertification. All SCTPPs are required to sign and uphold the Code of Ethics, which can be found in the recertification application.

3. Maintaining competency is demonstrated through qualifying activities including formal and continuing education, continued work in transportation construction safety, and other qualified activities to be completed on an annual basis throughout the three-year recertification cycle.

4. SCTPPs are responsible for conducting an ongoing assessment of their continued competency in transportation construction safety and measuring their own knowledge and skill level against the requirements for recertification have a direct link to the content domains of the exam. It can be found in Appendix A.
Recertification Requirements

Thirty points (30) must be earned within the recertification cycle, with 1 point = 1 hour of activity. Certification is awarded for a period of three years; transportation project professionals must recertify every three years.

The following are the requirements for recertification:

1. Mandatory work experience*: work at least two years total within the three-year certification cycle.
2. Agree to abide by and uphold the Code of Ethics.
3. Complete 30 points by:
   a. Option 1 - Earning 30 professional development hours (PDHs) of training in safety categories related to the competency requirements of the transportation project professionals found in the exam blueprint. (Appendix A) OR
   b. Option 2 - Pass the latest version of the certification exam to earn 30 points.

*Experience is definite as a job classification including, but not limited to, laborer, skilled labor, operator, foremen, superintendent, project manager, construction manager, engineer, safety professional, risk manager, inspector, surveyor, or estimator. Internships qualify as experience.

NOTE: The Online Learning Center Courses offer qualifying PDHs and can be accessed at artbasafetycenter.org

Candidates for recertification will be asked to refer to the examination blueprint (Appendix A) to ensure that professional development hours (PDHs) submitted for recertification have a direct link to the content domains of the exam.

Candidates for recertification will be asked to submit appropriate documentation (transcripts, certificates, etc.) for each PDH.
Recertification Policies

Certification is awarded for three years. In order to remain certified, individuals must meet the recertification requirements. Certified persons must agree to continue to abide by and uphold the Code of Ethics and the policies of the Certification Commission, which includes continued appropriate and authorized use of the certificate, logo, and marks. Certified persons must pay the current recertification fee.

Recertification requirements are based upon the philosophy of continued competency. As such, certified persons must meet the recertification requirements as determined and defined by the Commission.

Professional development hours (PDHs) applied toward meeting the recertification requirements must be completed during the certification cycle. PDHs may not be carried over from one certification cycle to the next.

Submitting Applications

All applications must be reviewed by the certification team. Applications must be filled out entirely, with complete and accurate information, prior to review. Payment must accompany the application. The agreement to uphold and abide by the Code of Ethics and the policies of the certification team must be verified. The certified person will be notified within 15 business days of receipt of the application and approval of recertification status.

Denial of Recertification

Any applicant who does not meet the requirements will be notified that their recertification has been denied within 15 business days of receipt of the application. The reasons for the denial will be indicated.

Appeal of Denial

Applicants who are denied may request reconsideration of the decision of denial by making an appeal to the Commission. Requests for an appeal must be made no later than 30 days after the applicant is denied. Within 60 days of the receipt of the written appeal, the Commission must conclude its deliberations. The decision of the appeal is final.

Issuing Certificates

A certificate with the date of renewal is issued upon successful completion of all recertification requirements.

Extensions

Certified persons may be granted an extension to meet all requirements for a period not to exceed one year. Extensions are granted on a case-by-case basis and at the discretion of the certification personnel. A person’s original date of expiration will remain valid when the new certificate is issued. If a certified person does not recertify within the designated time period, the certification will expire, and the certified person’s record will be purged. If in the future the individual wishes to become certified, a new application will be required. All eligibility, examination and fee requirements will apply.

Recertification Fees

Fees are due at the time of recertification option selection. Refunds of partial or the full fee are not provided should recertification be denied.

Recertification Application

The application must be complete and accurate. You will receive notification regarding the process, including:

- Applying for recertification;
- Submitting continuing education credits; and
- Retaking the exam.
Recertification Option 1:

Professional Development Hours (PDHs)

Recertification may be achieved by completing 30 professional development hours (PDHs) of training in safety categories related to the competency requirements of the transportation project professionals found in the exam blueprint. (Appendix A)

The PDH Submission Guide is available online for easy labeling and logging of PDHs in the application process.

The Online Learning Center Courses offer qualifying PDHs and can be accessed at artbasafetycenter.org.

Each certificant with an active credential has an online profile which may be accessed at: puttingsafetyfirst.org/recertification.

*Note: Recertification evidence checklist is available online for easy labeling and logging of PDHs in the application process.

*Note: The ARTBA staff only reviews applications once they have been submitted with payment. Application fees are non-refundable.
Recertification Option 2:

Re-examination Application Process

Recertification may be achieved by submitting the application, required employment verification and retaking the latest version of the exam. Below is a process map that will help you navigate this procedure.

Each certificant with an active SCTPP credential has an online profile that may be accessed at: puttingsafetyfirst.org/recertification.

*NOTE: The certification team only reviews applications once they have been submitted with payment. Application fees are non-refundable.

*NOTE: Upon passing the exam, your certificate will be immediately updated.
Fees

Fees are collected at the time of recertification option selection and must be paid in full. Refunds of partial or the full fee are not provided should recertification be denied.

<table>
<thead>
<tr>
<th>Recertification Option and Fee</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: PDH Continuing Education</td>
<td>$250</td>
</tr>
<tr>
<td>Option 2: Re-examination</td>
<td>$350</td>
</tr>
<tr>
<td>Expired Status Application Fee</td>
<td>$100</td>
</tr>
</tbody>
</table>

Changing Recertification Option After Payment:

There may be circumstances that require a certificant to change recertification options after payment processing. Changing your option doesn’t affect your recertification status, however, the payments are non-refundable and non-exchangeable.

If you select to recertify using Option 1: Re-examination, the payment is automatically processed with Pearson VUE and cannot be reapplied to the PDH option. As in the certification process, the payment for the exam applies to that scheduled exam date. If you miss the exam or decide not to take it, the payment is non-refundable. Any exam that is rescheduled will require an additional payment.

If you select to recertify using Option 2: PDH and do not have the full 30 PDHs accumulated by your application submission, you may change your selection to recertify to the exam option. A new application will need to be completed and payment submitted in full for the Pearson VUE Testing Center.
Expired Status

It is your responsibility to keep your certification active by complying with all recertification requirements on or before your expiration date. The certification cycle is three years from the date your certificated was issued and is displayed in your online profile on the main page.

The Certification team will send periodic emails to certificants that may include reminders of recertification deadlines. To receive these emails, make sure your contact information is current in your profile.

Applications for recertification received the same day as the certification expiration dates, by 11:59 p.m. Eastern time, are considered on-time submissions. If you fail to submit your application by the expiration dates, your credential will be placed in an expired status for up to 12 months.

While your credential is in expired status:

- You cannot use or represent yourself as certified.
- Any links you shared to your certificate via LinkedIn or other social media will show that your credential expired.
- Your name will not appear in our directory of Safety Certified Transportation Project Professionals.

To regain use of the designation within the 12-month period, you must successfully recertify using either Option 1 or Option 2.

After the 12-month period, you will need to submit a new application and pass the latest version of the exam.
# APPENDIX A

## CERTIFICATION EXAMINATION BLUEPRINT

<table>
<thead>
<tr>
<th>Domain &amp; Task</th>
<th>Percentage of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Assessing Project Risk</strong></td>
<td></td>
</tr>
<tr>
<td>A.1 Identify Phases of Job for Safety</td>
<td>11%</td>
</tr>
<tr>
<td>A.2 Identify Hazards and Control Measures for Each Job Phase</td>
<td></td>
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<tr>
<td>A.3 Assess Employee Health Risk</td>
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<tr>
<td>A.4 Conduct Site Visit</td>
<td></td>
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<tr>
<td><strong>B. Create Safety Plan Based on Project Risk Assessment</strong></td>
<td>11%</td>
</tr>
<tr>
<td>B.1 Develop Site-Specific Safety Plan</td>
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<tr>
<td>B.2 Ensure Compliance with Regulations</td>
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<tr>
<td>B.3 Establish Internal Traffic Control Plan</td>
<td></td>
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<tr>
<td>B.4 Establish Temporary Traffic Control Plan</td>
<td></td>
</tr>
<tr>
<td><strong>C. Implement Operational Safety Plan</strong></td>
<td></td>
</tr>
<tr>
<td>C.1 Communicate with External Stakeholders</td>
<td>64%</td>
</tr>
<tr>
<td>C.2 Communicate with Employees</td>
<td></td>
</tr>
<tr>
<td>C.3 Communicate with Subcontractors</td>
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<tr>
<td>C.4 Implement Temporary Traffic Control</td>
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<tr>
<td>C.5 Implement Internal Traffic Control</td>
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<td>C.6 Implement Confined Space Safety</td>
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<td>C.7 Implement Fall Prevention Safety</td>
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<td>C.8 Implement Excavation Safety</td>
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<td>C.9 Implement Equipment Safety</td>
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<tr>
<td>C.10 Implement Utility Safety</td>
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<tr>
<td>C.11 Implement Lifting and Rigging Safety</td>
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<td>C.12 Implement Night Work Safety</td>
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<td>C.13 Implement Health Hazard Controls</td>
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<td>C.14 Implement Overhead Hazard Controls</td>
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<tr>
<td>C.15 Implement Safety Controls for Working Near Water</td>
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<tr>
<td>C.16 Implement Welding and Cutting Safety Controls</td>
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<tr>
<td>C.17 Implement Emergency Response Plans</td>
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<tr>
<td>C.18 Implement Hazard Communication Plan</td>
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<tr>
<td>C.19 Implement Site Security</td>
<td></td>
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<tr>
<td>C.20 Implement Environmental Incident Controls</td>
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<tr>
<td>C.21 Implement Public Protection</td>
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<tr>
<td>C.22 Implement Fire Protection and Prevention</td>
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</tbody>
</table>

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C.23 Identify Appropriate PPE

D. Conducting On-Going Evaluation of Operational Safety Plan 8%
   D.1 Evaluate Operational Safety Plan
   D.2 Act on Deficiencies (and Successes) in Operational Safety Plan
   D.3 Measure Outcomes

E. Conduct Incident Investigations 6%
   E.1 Identify Cause of Incident
   E.2 Take or Recommend Corrective Action