



American Road  
& Transportation  
Builders Association



Transportation  
Development  
Foundation

American Road & Transportation Builders Association



# CANDIDATE HANDBOOK

[www.sctpp.org](http://www.sctpp.org)

ARTBA Transportation Development Foundation

SCTPP Certification Commission

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**APPEALS FORM**

**CERTIFICATION PROGRAM COMPLAINTS FORM**

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# ABOUT THE SAFETY CERTIFICATION FOR TRANSPORTATION PROJECT PROFESSIONALS™ PROGRAM

## The SCTPP Certification

The mission of the Safety Certification for Transportation Project Professionals™ (SCTPP) is to make safety top-of-mind for all professionals involved in the planning, design, management, materials delivery and construction of transportation projects from inception through completion. This is achieved by providing and encouraging an accredited certification program to the *International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC 17024) Conformity Assessment—General Requirements for Bodies Operating Certification of Persons* as administered by the American National Standards Institute (ANSI).

The purpose of the certification program is to identify and recognize transportation project supervisors, foremen, managers, designers, planners, and owners, equipment manufacturers and materials supplier personnel who have demonstrated the competencies necessary to recognize and mitigate potential safety risks on project sites.

The certification defines the competency requirements of transportation project professionals. Individuals who earn the SCTPP have demonstrated their knowledge and competency in the area of transportation construction safety and are dedicated to upholding high standards of ethical and professional practice.

Earning the certification also requires individuals to pass a rigorous exam and uphold the Code of Ethics and meet the certification maintenance requirements. Typically, certificants have expertise in transportation construction and have chosen to supplement their existing professional knowledge by earning the certification designation.

Earning the certification also provides industry professionals with a competitive edge in the work place because it demonstrates their command of internationally-recognized core competencies for safety awareness and risk management on transportation projects.

## Scope of the Certification

The scope is as follows:

The Safety Certified Transportation Project Professional is a worksite leader who provides safety management by overseeing the health and safety of workers, subcontractors, and the public.

## Certification Commission

The ARTBA Transportation Development Foundation SCTPP Certification Commission is a separately functioning entity established to oversee the program.

The Certification Commission operates independently to establish and uphold high standards of competency for SCTPPs and to evaluate them against those standards.

The purpose of the Certification Commission is to:

Develop and implement policies and procedures to ensure that the program conforms with best certification practices, accreditation standards, and relevant legal requirements. Policies and procedures must address all components of the certification program.

Establish and oversee the work of the committees.

Recruit and maintain an active community of Subject Matter Experts (SMEs) to develop and maintain a valid, reliable and legally defensible certification examination.

Ensure the conduct, review and consideration of the psychometric reports provided for examination development and delivery, including item analysis reports, passing scores, job analysis reports and other psychometric services.

Cause the item bank to be adequately maintained.

Establish, implement, and oversee eligibility and recertification (renewal) requirements.

Establish and oversee the Code of Ethics required of certified persons, including administration of the disciplinary program.

Ensure that due process considerations are included in all program policies and decisions.

Develop the annual operating budget for the program in conjunction with the certification staff. To this end, the Commission shall make recommendations to ensure that all commitments of the program are served. Such commitments include funds to develop and administer all program components, including the examinations, eligibility, renewal, disciplinary and appeals programs. The Commission shall advise the ARTBA Foundation Board of Trustees on funding required for any projects.

Monitor the provision of contracted services in coordination with the certification staff.

Meet by conference call or in-person at least two times a year. The Co-Chairs may call additional meetings as needed.

Cause program committees to meet by conference call or in-person at least twice a year.

Distribute an annual status report to the ARTBA Foundation Board.

# ELIGIBILITY REQUIREMENTS

All applicants for certification must meet one of the following options:

## Option 1

Three years' full-time or equivalent experience\* in transportation construction industry. Transportation construction is occupational experience that includes but is not limited to construction of highways, roads, bridges, airports, rail systems, tunnels, utilities and ports.

Completion of an OSHA-10, OSHA-30, OSHA-500 OR OSHA-510 course or equivalent†. Candidates who hold the designations of Construction Health and Safety Technician (CHST); Certified Safety Professional (CSP); or Associate Safety Professional (ASP) as awarded by the Board of Certified Safety Professionals, may substitute any of these credentials in lieu of the listed OSHA courses.

## Option 2

Bachelor's degree in engineering or construction management with two years' experience\* in transportation construction industry. Experience must be within five years of applying for certification.

Completion of an OSHA-10, OSHA-30, OSHA-500 or OSHA-510 course or equivalent.† Candidates who hold the designations of Construction Health and Safety Technician (CHST); Certified Safety Professional (CSP); or Associate Safety Professional (ASP) as awarded by the Board of Certified Safety Professionals, may substitute any of these credentials in lieu of the listed OSHA courses.

## Option 3

Associate or technical degree in safety with two years' experience in transportation construction industry.\*

\* Experience must be within five years of applying for certification. \*Experience is defined as a job classification including, but not limited to, laborer, operator, foreperson, superintendent, project manager, construction manager, engineer, safety professional, risk manager, inspector, surveyor, or estimator. Internships qualify as experience.

† Individuals or organizations that desire to have a course considered as equivalent to an accepted OSHA course must submit documentation to the certification staff for review and approval. Fees for course equivalency evaluation must be paid at the time documentary evidence is submitted.

For a course to be equated to OSHA courses, it must meet the following criteria:

At least 10 hours of classroom instructional time;

Instruction must include a minimum number of hours on the following topics:

Falls – 1.5 hours

Electrocution – 1 hour

Struck-by – 1.5 hours

Caught-In – 1 hour.

Topics for the remaining five (5) hours must align with items designated on the Exam Blueprint.

Courses must be developed and taught by a government entity, accredited college or university, national trade association or labor union.

Evidence of course completion must be submitted. Acceptable forms of evidence include training sign-in sheets, certificates of completion and employment records. All evidentiary documentation must be signed and certified by the training provider, employer or other person other than the candidate.

### Eligibility Appeals

Candidates who are denied eligibility may appeal the decision. The candidate may complete the certification appeals form. See APPEALS FORM, and submit it to the certification department within 30 days of receipt of the eligibility decision. The form may be emailed to: [certificationteam@artba.org](mailto:certificationteam@artba.org).

The Appeals Committee will review the candidate's information and will make a final decision regarding eligibility. The eligibility appeal will be reviewed within 60 days of receipt of the request for appeal and written notice of the final decision will be sent to the candidate within 30 days of the review.

### Application

The application for certification is included in this Candidate Handbook. See APPLICATION FOR CERTIFICATION. It is also available on the certification website: [www.sctpp.org](http://www.sctpp.org).

Applications will be reviewed for completeness and compliance with eligibility requirements. Incomplete applications will not be accepted.

Electronic signatures will be accepted on the application. In compliance with federal "E-SIGN" legislation, the certification department will securely store all online applications, renewal and recertification applications.

All candidates will be notified via email once their application has been processed and approved. The email will include detailed directions for how to register for the examination.

# EXAMINATION PREPARATION

The examination consists of up to 120 multiple choice questions and is a closed book examination that is proctored. Candidates have 2 ½ hours to complete it.

The examination was developed in accordance with best practices in test development and measurement. Working with experts in the development of certification examinations, the resulting certification examination is reliable and valid. To validate the examination, measurement specialists worked with the certification staff, and a committee of Subject Matter Experts (SMEs) to design and conduct a job analysis study. That analysis resulted in the development of a standardized examination content outline that included the expertise of the SMEs. The SMEs were also called upon to write, review, edit, and approve examination questions under the guidance of experts in testing and measurement.

Candidates are encouraged to prepare for reviewing the examination blueprint. See **Appendix A** for a copy of the examination blueprint. Candidates may choose professional courses, employee training, college/university courses or self-study methods to prepare for the examination.

## Certification Commission Position on Training & Education

Please note that the Certification Commission does not require applicants to take prescribed training or education programs from any company or organization. The Commission does not recommend or endorse any training or education programs as preparation for the certification examination, nor does it accredit or endorse any source of education as a guarantee of success on the certification examination. Certification is awarded solely on the basis of an individual's ability to meet the certification requirements.

## Suggested Reading

The certification represents knowledge about common transportation construction hazards and control procedures that are available from a wide range of sources, some of which are listed below. The certification department does not guarantee that the resources it provides, or those of any other entity, will ensure passing the examination. The certification department does not require candidates to purchase any of its resources as a condition of qualifying for the examination or awarding the certification.

### Books

***29 CFR 1926 - Safety and Health Regulations for Construction***

***The Manual of Uniform Traffic Control Devices (Parts 1 and 6)***

### Websites

See “prep courses” at [www.sctpp.org](http://www.sctpp.org)

[www.workzonesafety.org](http://www.workzonesafety.org)

[www.cpwr.com](http://www.cpwr.com)

[www.osha.gov](http://www.osha.gov)

[www.fhwa.dot.gov](http://www.fhwa.dot.gov)

This is not a required reading list. The important topics that candidates should study to successfully prepare for the



examination are listed in the examination content outline (see below). Candidates are strongly encouraged to carefully review the examination content outline to identify any topic areas that may require extra review and study.

Candidates should decide what they want to read and study based on their current experience and knowledge about transportation safety to determine how much preparation is required for each topic area of the examination.

### Examination Content

This exam matrix is provided to illustrate the general distribution of questions and the relative weight or emphasis given to a skill or content area on the examination.

<b>EXAMINATION BLUEPRINT ACROSS DOMAINS</b>	
A. Assessing Project Risk	11%
B. Create Safety Plan Based on Project Risk Assessment	11%
C. Implement Operational Safety Plan	64%
D. Conducting On-Going Evaluation of Operational Safety Plan	8%
E. Conduct Incident Investigations	6%
TOTAL	100%

### Examination Content Outline

The task list describes the activities that a certified transportation project professional is expected perform on the job. All examinations questions are linked to the tasks laid out in the Examination Blueprint. See **Appendix A**.

# SCHEDULING THE EXAMINATION

## Scheduling

Once a candidate receives notification of eligibility to take the exam, it must be taken within 180 days, or the examination fee will be forfeited and the candidate will be required to reapply and pay the examination fee.

All candidates will receive an email from the certification department with detailed instructions for scheduling the examination at a Pearson VUE test center. Candidates will have the opportunity to schedule their examination, either online or by telephone. The certification department will send an email to candidates with a complete list of examination registration instructions. The candidate should contact the certification department immediately if they do not receive the emailed instructions.

## Availability of Computer Based Testing (CBT) sites

The certification department makes it possible for the candidates to sit for the certification examination at a date and time that is convenient for them.

In order to take full advantage of this convenience, the candidate will need to schedule their examination early. There are many other people taking exams at Pearson VUE test centers. Appointments are made on a first-come, first-served basis, according to availability of test stations. Test centers can fill up quickly. If the examination is not scheduled early, the candidate may have to delay taking the examination.

The certification department is not responsible for unavailability of test centers and the candidate will be subject to an extension fee to extend the examination deadline if they delay scheduling the examination.

To increase the likelihood of receiving the first choice of date, time and location, it is recommended that the candidate schedule at least 30 days before their desired examination date. The candidate can schedule their examination for any available appointment time within 180 days of their acceptance date. If the examination is not scheduled in that time period, authorization to test will expire and the candidate will be required to pay an additional examination extension fee. Neither the certification department nor Pearson VUE test centers are responsible if the candidate does not schedule an appointment before authorization expires.

Test centers can be located by visiting the Pearson VUE website: [www.pearsonvue.com/sctpp](http://www.pearsonvue.com/sctpp) and then click on “Find a test center.”

## No-Show Policy

Once the CBT examination appointment is scheduled, the candidate will be permitted to make changes such as location, rescheduling or cancellation. Changes must be made no later than two days prior to the scheduled appointment. After that time, if the candidate does not appear for the examination at the scheduled location on the scheduled date and time, they will be considered a “no-show,” and will forfeit their examination registration fee.

The candidate will be required pay a “no-show” fee in order to register for that examination again.

# TAKING THE EXAMINATION

All candidates must have prior authorization from the certification department to take the examination and present two forms of ID to the examination proctor, as well as meet all other test security requirements at the examination location (a list of acceptable forms of identification is below).

If candidates experience problems that affect their ability to take the examination, they must notify a test administrator **immediately**.

Test administrators cannot answer any questions about test items or content of the examination. However, if candidates have a procedural question, the testing staff will do their best to assist them.

If during the examination the candidate has questions or concerns about a test item, they leave a comment by clicking the “comment” button in the upper left-hand corner of the computer screen. All examination questions are copyrighted property of the certification department. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to severe civil and criminal penalties and actions by the certification department.

The test administrator will keep the official time and ensure that the candidate is given the allotted time of 2 ½ hours for the examination. If the candidate leaves the room to take a restroom break, the examination time will not stop.

**Candidates are not permitted to leave the examination area to go to their cars, to speak to anyone, or make personal calls.**

The test administrator may dismiss a candidate from the examination for any of the following reasons:

If a candidate’s admission to the examination is unauthorized.

If a candidate creates a disturbance or gives or receives help.

If a candidate attempts to remove examination materials or notes from the testing room.

If a candidate attempts to take the examination for someone else.

If a candidate has in his or her possession any prohibited item.

If a candidate exhibits behavior consistent with memorization or copying of examination items.

### Examination Security Procedures

Candidates who are taking the examination at a Pearson VUE test center will be required to provide two forms of valid identification, one primary with a photo and signature and one secondary with a signature.

#### PRIMARY

The following IDs meet the primary ID requirements:

Government-issued driver's license  
 State/national identification card  
 Passport\*  
 Military ID\*  
 Alien registration card (green card, permanent resident visa)  
 U.S. Passport card  
 U.S. Dept. of State Driver's License

\* The primary ID must contain a photo and signature unless the signature is embedded in the identification. When this occurs, candidate must present another form of signature identification from the primary or secondary list.

#### SECONDARY

The following IDs meet the secondary ID requirements:

Any ID on the primary list  
 Social Security card

### Biometrics

Some Pearson VUE test centers (all those designated as Pearson Professional Centers and some designated as Select Pearson VUE test centers) require palm vein capture. All centers require electronic signature and a digital photo.

### Erasable Note Board

Standard procedure is that the candidate receives one erasable note board to use as scratch paper during the examination.

### Personal Items

Candidates are not allowed to bring personal items into the testing room. Consideration is made for comfort items (such as a pillow, crutches, and tissues), which the testing center administrator must inspect. A designated area will be provided in the test environment for all personal belongings, but neither Pearson VUE nor the certification department is responsible for any personal belongs left in the area before, during or after the examination.

# AFTER THE EXAMINATION

## Examination Results

Candidates will be provided with a printed report of their results at the completion of their examination.

Candidates who fail the examination will be provided a diagnostic analysis of their relative strengths and weaknesses by content area, along with their examination results.

Candidates who have successfully passed the examination will be notified of their certification status by the certification department. Those who have passed the examination and met all other eligibility requirements will receive information that includes a certificate and other business and communication items. The individual may then use the SCTPP initials after their name, and use the mark as allowed by the Code of Ethics and the policies of the Certification Commission.

## Disputed Results

The certification department employs a rigorous process to ensure that no errors occur in the scoring of exams, including a quality control scoring audit and statistical analysis of all questions.

Due to the accuracy of electronically scored exams, changes as a result of rescoring are highly unlikely. However, a candidate may request a hand grade of their exam by filling out and submitting the APPLICATION TO REQUEST HAND GRADING, with the requisite fee.

Please contact the certification department at [certificationteam@artba.org](mailto:certificationteam@artba.org) with any questions.

## Retests

Candidates who fail the exam may retake it and must pay the retest fee each time. Candidates who fail may re- take the exam an additional two times but must do so within 180 days of their failure notification. After a third failure, the candidate will be required to sit out 90 days and reapply as a new candidate and pay all applicable fees.

# MAINTENANCE OF CERTIFICATION & RECERTIFICATION REQUIREMENTS

The recertification program was developed to ensure the continuing commitment of SCTPPs to the credential and to ensure their continued competence is enhanced by the process. Recertification is a vital part of the credentialing program. The requirements for recertification, and the means by which SCTPPs demonstrate compliance with the recertification requirements, are based on the philosophy of continued competence through recertification. As such, specific recertification requirements have been established.

Certification is awarded for a period of three years. The maintenance of certification process was developed to ensure the continuing commitment to the credential and ensure they continue to meet minimum standards for certification.

## ANNUAL MAINTENANCE & REPORTING REQUIREMENTS

### Recertification

Recertification is a vital part of the credentialing program and it is designed to ensure that SCTPPs increase and expand their knowledge and competency in the area of transportation construction safety and are dedicated to upholding high standards of ethical and professional practice.

Every three years, SCTPPs are required to earn 30 recertification points and must agree to continue to abide by and uphold the Code of Ethics. Failure to comply with recertification requirements will result in the expiration of certification and removal of the credential.

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:

Mandatory work experience\* (see below): work at least two years total within the three-year certification cycle:

AND

Complete 30 points of training in safety and in the following categories related to the competency requirements of the transportation project professional:

At least 5 points in each of the following areas:

Management skills

Maintenance of traffic/temporary traffic control and roadway users

Transportation construction safety and health

At least 5 points (combined) in the following areas:

Incident investigation and corrective measures

Emergency preparedness and management

OR

1. Take the certification exam: awarded 30 points for passing.
2. Agree to abide by and uphold the Code of Ethics.

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

### **Denial of Recertification**

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

### **Appeal of Denial of Recertification**

Applicants who are denied recertification may request reconsideration of the decision by making an Appeal to the Certification 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 and promptly notify the applicant of the decision. The decision of the Commission on the appeal is final.

See the APPEALS FORM.

### **Issuing Certificates**

A certificate with the dates of renewal is issued to certified individuals upon successful completion of all recertification requirements.

### **Extensions**

Certified persons may be granted an extension to meet all recertification requirements for a period not to exceed one year. Extensions are granted on a case-by-case basis and at the discretion of certification

personnel. The certified person's original date of expiration will remain valid when the new certificate is issued. If the certified person does not recertify within the designated time period, certification will expire and the certified person's record shall be purged. If in the future the individual wishes to become certified, a new application will be required. All eligibility, examination and fee requirements shall apply.

### **Verification of Continuing Education Compliance**

A random audit is conducted of SCTPPs to verify that they meet the recertification requirements. The purpose of the audit is to maintain the integrity and credibility of the process and certification.



# CODE OF PROFESSIONAL RESPONSIBILITY

## The Code of Ethics

The certification department issues the Code of Ethics to provide ethical principles and rules for all persons who are certified by the Certification Commission to use the SCTPP designation. Implicit in an acceptance of the certification is an obligation to comply with the mandates and requirements of all applicable laws and regulations, and to take the responsibility to perform all professional services and activities in an ethical manner. The Code of Ethics is based on the standards of competence, honesty, trustworthiness, fairness, and professionalism:

*As a safety certified transportation project professional, I agree to uphold and abide by the following tenets:*

1. Perform duties in a safe, ethical and competent manner.
2. Provide complete and accurate information when applying for certification and recertification
3. Represent qualifications with honesty and integrity.
4. Abide by and uphold the policies of the Certification Commission.
5. Use the logo and certification marks only in an authorized and approved manner.
6. Pay all fees and provide information required by the Certification Commission.

# ADDITIONAL POLICIES

## Special Accommodations

The Certification Commission complies with the Americans with Disabilities Act (ADA) and shall ensure no individual is deprived of the opportunity to take the certification examination solely by reason of a disability as defined under the ADA. Candidates must submit a written request and recent (within the last three years) supporting documentation related to disability needs. The request and supporting documentation must be received at least 30 days prior to the examination. Requests for special testing accommodations require documentation of a formally diagnosed and qualified disability by a qualified professional who has provided evaluation or treatment for the candidate.

The certification department will evaluate requests for special accommodations in testing procedures, on a case-by-case basis.

See the AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION REQUEST FORM.

## Appeal of Denial of Request for Special Accommodations

Candidates who are denied their request for special accommodations may file an appeal by completing the certification appeals form and submitting it to the certification department. The appeal form must be submitted within 30 days within of the initial decision and will be reviewed by the Certification Commission. The decision of the Certification Commission is final.

See the APPEALS FORM.

## Confidentiality

All information provided to the certification department during the examination application and certification process is considered confidential and will not be disclosed unless required by law.

## Indeterminate Scores

The Certification Commission is concerned with reporting only valid scores. On rare occasions, circumstances may invalidate exam scores. The Commission reserves the right to cancel or withhold exam scores if there is any reason to question their validity. The Commission may cancel or invalidate exam results if, upon investigation, violations of policies have been committed.

Doubts may be raised about the validity of candidates' scores because of suspected misconduct; in such circumstances candidates will be notified of procedures to ensure fair treatment. Some scores may be rendered invalid due to circumstances beyond candidates' control, such as faulty exam materials or mistiming. In this event, retesting will be arranged at no additional cost to the candidate.

## Issuing Certificates

Certificates are issued by the certification department to individuals who meet all requirements for earning certification, including passing the exam. Certificates shall be issued within 30 days of confirmation of completion of the certification requirements. A new certificate with the date of expiration will be issued to those who meet the recertification requirements.

### **Certification Directory & Verification of Certification Status**

The certification department will verify the name of a SCTPP and that the individual is in good standing at the request of any member of the public. Anyone may verify an individual's credential by contacting the certification department at [certificationteam@sctpp.org](mailto:certificationteam@sctpp.org) or by searching a directory of certificants at [www.sctpp.org](http://www.sctpp.org).

No information deemed to be confidential will be disclosed when verifying an individual's certification status.

Certificant names and standing are considered public information. Use of SCTPP information for solicitation purposes by businesses or individuals is strictly prohibited by the certification department.

#### **Nondiscrimination**

The certification department and the Certification Commission do not discriminate on the basis of race, color, age, gender, national origin, ancestry, religion, disability, sexual orientation or marital status.

# APPENDIX A

## CERTIFICATION EXAMINATION BLUEPRINT

Domain and Task	Final
<b>A. Assessing Project Risk</b> A.1 Identify Phases of Job for Safety A.2 Identify Hazards and Control Measures for Each Job Phase A.3 Assess Employee Health Risk A.4 Conduct Site Visit	11%
<b>B. Create Safety Plan Based on Project Risk Assessment</b> B.1 Develop Site-Specific Safety Plan B.2 Ensure Compliance with Regulations B.3 Establish Internal Traffic Control Plan B.4 Establish Temporary Traffic Control Plan	11%
<b>C. Implement Operational Safety Plan</b> C.1 Communicate with External Stakeholders C.2 Communicate with Employees C.3 Communicate with Subcontractors C.4 Implement Temporary Traffic Control C.5 Implement Internal Traffic Control C.6 Implement Confined Space Safety C.7 Implement Fall Prevention Safety C.8 Implement Excavation Safety C.9 Implement Equipment Safety C.10 Implement Utility Safety C.11 Implement Lifting and Rigging Safety C.12 Implement Night Work Safety C.13 Implement Health Hazard Controls C.14 Implement Overhead Hazard Controls C.15 Implement Safety Controls for Working Near Water C.16 Implement Welding and Cutting Safety Controls C.17 Implement Emergency Response Plans C.18 Implement Hazard Communication Plan C.19 Implement Site Security C.20 Implement Environmental Incident Controls C.21 Implement Public Protection C.22 Implement Fire Protection and Prevention C.23 Identify Appropriate PPE	64%
<b>D. Conducting On-Going Evaluation of Operational Safety Plan</b> D.1 Evaluate Operational Safety Plan D.2 Act on Deficiencies (and Successes) in Operational Safety Plan D.3 Measure Outcomes	8%
<b>E. Conduct Incident Investigations</b> E.1 Identify Cause of Incident E.2 Take or Recommend Corrective Action	6%