



American Road
& Transportation
Builders Association



Transportation
Development
Foundation

American Road & Transportation Builders Association



RECERTIFICATION HANDBOOK

www.puttingsafetyfirst.org

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Online forms:

[RECERTIFICATION APPLICATION](#)

INTRODUCTION

Thank you for your interest in renewing your Safety Certification for Transportation Project Professionals™ (SCTPP) certification offered by the ARTBA Transportation Development Foundation Certification Commission.

Certification is awarded for a period of three years. In order to maintain certification and continue use of the SCTPP designation, certificants must meet the requirements for recertification. This handbook contains the application procedures, requirements for recertification, and the policies that guide the decisions on recertification.

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 certificants maintain continued competence in transportation safety.
2. Upholding high standards of ethical and legal practice is a primary tenet of the certification program and therefore a requirement of recertification. As a condition 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 safety, and other 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 competence in transportation safety, and measuring their own knowledge and skill level against the requirements for certification. Please refer to the examination blueprint to make sure the activities you submit for recertification have a direct link to the content domains of the exam. It can be found in **Appendix A**.

Note to safety certified transportation project professionals:

Read this recertification document in its entirety, and keep this handbook for later reference. Also, keep a copy of all documentation that provides evidence of your completion of recertification activities as 10% of all recertification applications are audited.

Should your application be audited, you will be required to submit supporting documentation as evidence of completion of the recertification requirements.

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:

AND

2. 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

3. Take the certification exam: awarded 30 points for passing.
4. 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.

Candidates for recertification will be asked to refer to the examination blueprint (See Appendix A) to ensure that continuing education (CE) activities 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 CE activity.

RECERTIFICATION POLICIES

Certification is awarded for a period of 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 competence. As such, certified persons must meet the recertification requirements as determined and defined by the Commission. Credits applied toward meeting the recertification requirements must be completed during the certification cycle. Credits may not be carried over from one certification cycle to the next.

Submitting Applications

All applications for recertification must be reviewed by the certification department. 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 Commission must be verified. The certified person must 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 recertification requirements will be notified that their recertification has been denied within 15 business days of receipt of denial. The reasons for the denial shall be indicated.

Appeal of Denial

Applicants who are denied recertification 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.

Auditing Applications

Certification personnel shall audit 10 percent of recertification applications to verify attainment of reported recertification activities. Individuals whose application is subject to an audit will be notified by email and will be required to submit supporting documentation. Failure to comply with an audit will stop the application process and the applicant will not be permitted to recertify. The certified person will not be permitted to appeal this decision and certification shall expire.

Issuing Certificates

A certificate with the dates of renewal is issued to certificants 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.

Recertification Fees

Recertification fees are due at the time of submission of the recertification application and must be paid in full. Refunds of partial or the full recertification fee are not provided should recertification be denied.

Recertification Application

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

- Applying for recertification;
- Submitting continuing education credits; and
- Retaking the certification exam

APPENDIX A

CERTIFICATION EXAMINATION BLUEPRINT

DOMAIN AND TASK	FINAL
A. Assessing Project Risk	11%
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	
B. Create Safety Plan Based on Project Risk Assessment	11%
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	
C. Implement Operational Safety Plan	64%
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	
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	