

# **NATIONAL MOTOR TRANSPORTATION CERTIFICATION FOR PRACTICING PROFESSIONALS IN THE TRANSPORTATION INDUSTRY**

## **WHAT IS THE NATIONAL MOTOR TRANSPORTATION CERTIFICATION PROGRAM?**

The National Motor Transportation Certification Program for Practicing Professionals in the Transportation Industry is established under the auspices of the Texas Motor Transportation Association (TMTA), TMTA's Safety Management Council (SMC), TMTA's Fleet Maintenance Council (FMC) and the University of North Texas (UNT) The purpose of the Certification Program is to implement a comprehensive plan of accreditation and certification for individuals in the fields of motor carrier safety or maintenance; to identify those individuals that have met the criteria for accreditation; and to promote the intellectual development of those individuals, organizations, and institutions involved in motor carrier safety or maintenance.

The Certification Program has been structured to recognize those individuals who have achieved the status of professional by the establishment of defined levels of expertise and accomplishment, which will encourage other members of the industry to continue their development and advance in their chosen field.

The Certification Program is administered under the Policies, Procedures and By-laws established by the Certification Committee. The Committee is composed of the Board of Examiners, Past-Chairmen of the Board of Examiners, and representatives from TMTA and UNT.

## WHY APPLY FOR CERTIFICATION?

Several aspects of today's transportation industry indicate the need for demonstrated and documented expertise. Insurance companies in the transportation market are looking at all aspects of management in determining insurability and rates. Since the recent changes in the motor transportation industry, there are more regulatory agencies considering our fitness to survive. We are not only subject to audits by federal agencies, but are now facing examination from a wide range of state and local departments. In the event of litigation, the real possibility exists that the program and procedures of the company will also be put on trial. From a purely personal standpoint, the certification is the enhancement of one's professional standing for purposes of promotion or employability.

In each of these areas, recognition of professional competence by a recognized body can add to the prestige and credibility of the individual who exhibits the interest and qualifications to seek certification. Additionally, professionals, regardless of their field of interest, have an obligation to support their profession and their peers. The true measure of any activity is the degree of support it engenders in its participants.

Texas Motor Transportation Association  
700 East 11<sup>th</sup> Street  
Austin, Texas 78701  
(800) 727-7135

## CERTIFICATION PROCEDURES

### NATIONAL MOTOR TRANSPORTATION CERTIFICATION PROGRAM

**1. Decide which type of certification you should apply for:**

Practicing safety/maintenance consultants for the transportation industry, transportation law enforcement personnel, insurance safety practitioners or maintenance providers may be eligible.

Based on the criteria listed under section two, candidates must achieve the appropriate number of points for:

**Director – must achieve a minimum of 75 points**

**Practitioner – must achieve a minimum of 50 points**

**2. Criteria for accumulating points are calculated as below:**

- A. EXPERIENCE IN FIELD** (*Maximum 40 points*)      **2 Points / Year**
  - B. EDUCATION** (*Maximum 8-bachelors; 2-advanced*)      **2 Points / College Year**
  - C. OTHER CERTIFICATIONS** (*Maximum 15 points*)      **5 Points Each**
  - D. CONTINUING EDUCATION UNITS** (*Max 45 points*)
  - E. COMPLETION OF REQUIRED COURSE**      **15 Points**  
“Principles & Practices of Motor Fleet Safety/Maintenance Supervision”
  - F. ORGANIZATION ACTIVITY** (*Maximum 10 points*)      **2 Points / Year**  
Service as an officer in TMTA, SMC, FMC or other safety/maintenance Organization at the discretion of the Board of Examiners.
- **Continuing Education Units are calculated by applying .1 point for every hour of instruction.**  
**Example: 8 hour class = .8 points**

**3. Application, Exhibit and Fee**

The candidate must forward a complete application, exhibit, and fee to TMTA. A fee of \$350 (Director) or \$325 (Practitioner) for TMTA members or \$450 (Director) or \$425 (Practitioner) for nonmembers is required. In the event the Certification Committee determines the applicant does not meet the minimum requirements, a processing fee of \$75 will be retained to defray the cost of processing the application. The remainder will be refunded to the applicant. This paperwork must be received by August 1 for Fall candidates. The Certification Committee will evaluate all applications and notify the candidate of his/her acceptance. The application package and fee should be submitted to:

*National Motor Transportation Certification Program  
Texas Motor Transportation Association  
700 East 11<sup>th</sup> Street; Austin, Texas  
78701-2623*

#### 4. **Required Course/Written Test**

All candidates for certification are required to successfully complete the Principles & Practices of Motor Fleet Safety/Maintenance Supervision course.

All candidates for certification are required to successfully complete a written test which will be administered immediately following the Principles & Practices of Motor Fleet Safety/Maintenance Supervision course. A passing score of 80% within a two hour time limit is considered successful completion. Questions will be taken directly from the most current editions of the Federal Motor Carrier Safety Regulations book, OSHA 1910 handbook and the "Fundamentals of Motor Fleet Safety/Maintenance Supervision" course manual. Applicants must furnish copies of the publications if they are to be used during test. In order to continue with the certification process, an application must receive a passing score.

In addition, candidates applying for Director Level Certification will be required to successfully complete an additional test to be administered at a time convenient for both candidate and proctor. A passing score of 80% within a two hour time limit is considered successful completion.

**For candidates who have successfully completed an equivalent course deemed appropriate by the Certification Committee, successful completion of the written test and the Director test, if appropriate, is required.**

#### 5. **Oral Interview**

##### **Safety:**

After fulfilling the written test requirements, the candidate will go before the Board of Examiners for an oral examination during the TMTA/SMC-FMC's spring or fall conference. This Board is comprised of six Director Level members. TEEX and TMTA representatives may also be present at this examination. The Board will question the applicant in areas of transportation safety and fields associated with a transportation safety department to assess competence in establishing and maintaining an effective program that can be integrated into any phase of motor transportation safety. The Board of Examiners Chairman will inform the candidate of the Board's decision. The Board shall make suggestions to unsuccessful applicants on which areas need additional attention. Three members of the Board will be considered a quorum and a majority vote will determine the Board's decision.

##### **Maintenance:**

The oral examination process for maintenance individuals will mimic the procedures of the safety board, only focusing on maintenance issues.

## **6. Certificate Presentation**

Upon successfully completing the requirements of the certification process, the newly accredited individual will receive a certificate during a banquet at either the Fall TMTA/SMC-FMC Conference.

## **7. Upgrading from Practitioner to Director Level**

An individual certified as a Practitioner may become a Director by submitting the following and by meeting the requirements of Director:

- A. A letter to the Certification Committee requesting advancement of certification and an updated exhibit documenting that the minimum point total required for Director Level has been achieved.
- B. Verification of the applicant's employment. Suitable verification would include a letter from the employer.
- C. An organizational chart showing the applicant's position in the firm where currently employed. On this chart, the names of superiors and relationship to top management and to subordinates should be shown.
- D. An advancement application fee of \$100.00 must be submitted with the letter and Exhibit.
- E. Candidate must successfully complete the Director Level Written Test.
- F. The applicant will go through an oral interview, in which the Board of Examiners will determine whether the candidate has fulfilled the requirements of a Director

## **8. Certification Renewal Requirements**

Certified individuals in safety shall be required to submit evidence of five units of continuing education, a renewal application and a renewal fee of \$75.00, every two years. TMTA will send the renewal application and reminder letter three months prior to the expiration date. Individuals who no longer engage in motor carrier safety/maintenance must notify the Certification Committee in writing prior to the expiration explaining his/her situation. These individuals will be given an additional six months to fulfill the renewal requirements. Any renewal information received sixty days past the expiration date will not be accepted and the individual will be required to repeat the certification process.

Certified individuals in maintenance shall be required to submit evidence of five units of continuing education, a renewal application and a renewal fee of \$75.00 every three years.

## **9. In Case of Non-Acceptance**

Non-acceptance at any stage precludes continuing to the next step, but does not in any way affect future opportunities for certification. The applicant will be informed of the evaluation of his/her qualifications and offered suggestions as to how to prepare for future consideration. The candidate has one year to complete the certification process.

An applicant may file a written notice of appeal at any time during the certification process. If he/she feels that additional information would assist in the proper evaluation of his/her qualifications, the information should be submitted to the Certification Committee within 30 days of their decision.

# **INSTRUCTIONS FOR COMPLETING THE APPLICATION AND SUPPORTING EXHIBITS**

## **NATIONAL MOTOR TRANSPORTATION CERTIFICATION PROGRAM**

### **APPLICATION**

- A. Read and understand all the material in this packet.
- B. Complete the application form in as much detail as possible.
- C. If necessary, add pages to provide complete information. Please type or print your responses to avoid confusion due to misreading.
- D. Attach documentation as requested.
- E. Send the reference letter form to the people you have listed. Follow up to be sure your references have forwarded the letter to the Certification Committee. You will not be allowed interview before the Board of Examiners until these letters have been returned.
- F. Be sure to enclose your registration fee with the application package.
- G. Make sure the completed application package is submitted 60 days prior to the Board convening, in order to allow the Board of Examiners time for review..
- H. Put the application in the front portion of a binder, followed by the exhibits.

## **EXHIBITS:**

The exhibit submitted is the means through which the certification application is approved. Therefore, the applicant should take great care to comply with these instructions fully. The candidate should put the exhibits in a binder (tabbed), behind the application.

- A.     **Safety:**  
Attach a copy of the certificate received for attendance at the “Fundamentals of Motor Fleet Safety Supervision”. (Part III, A of the application)  
  
       **Maintenance:**  
Attach a copy of the certificate received for attendance at the “Fundamentals of Motor Fleet Maintenance Supervision”. (Part III, B of the application)
- B.     An exhibit in the area of formal education is required to qualify for maximum educational credit. If this is the case, submit a copy of a college transcript or diploma to verify this requirement. (Part III, B of the application)
- C.     Provide copies of certificates or other supporting data of any seminars or workshops you have attended. (Part III, C of the application)
- D.     Three persons who are not employers and who are familiar with your professional capabilities should be provided with the reference letter which is a part of this application. These people should mail the letter directly to: National Motor Transportation Certification Program; c/o Coordinator of Safety / Maintenance; TMTA, 700 East 11<sup>th</sup> Street; Austin, TX 78701. **DO NOT INCLUDE THESE WITH THE APPLICATION.** (Part IV of the application; forms are following the application)
- E.     Include documentation which supports your membership in any professional associations, councils, or clubs. This may include a copy of a membership card, paid invoice, etc. Please limit this to three organizations which are most closely related to your professional qualification. (Part V, A of the application)
- F.     Document any other certifications you have attained. This would include certifications such as CSP, CPSA, etc. (Part V, B of the application)
- G.     List any special achievement you have attained. Enclose a copy of the award clipping from a newspaper or journal, the title page of a paper or an article, or other supporting data. Limit this to a maximum of four pages of data or copies. (Part V, C of the application)
- H.     Provide an organizational chart showing your position in the firm for which you are currently employed. On this chart, show the names of your superiors and your relation to top management.

- I. Attach verification of your current employment. Suitable verification would include a letter or formal statement from your employer or other document clearly showing your current employment status, job duties, and areas of responsibility.
- J. Internal Recognition: Attach copies of letters or memos which demonstrate the effectiveness of your efforts within the organization. Internal awards, letters from management, etc. may be included in this optional exhibit. Limit this to a maximum of two items.
- K. Program Activities: Attach copies of material you have originated within the scope of your employment. This material should illustrate the function of your employment, program activity implementation, and which support your authority and responsibility. Items to include could consist of procedures you have authored, memos, directives, notices, or similar material. It is recommended that this exhibit illustrate several activities in which you have participated or which you have created or directed. Sufficient detail should be provided to permit the Board of Examiners to analyze what the activities are, how they operate, and your personal role in them. Limit this to five exhibits.
- L. General information about activities, employer, and proof-of-effectiveness.
  - 1. Describe the size of your organization by showing the total number of employees, the size of the fleet, the number of employees you supervise, or similar measures.
  - 2. Give a description of primary transportation roles or other fleet-related activities in which your employer is engaged
- M. List facts which support effectiveness of the activities, programs or efforts in which you are engaged or in which you participate. These could include:

Frequency Rates	Budget Savings	Breakdown Rates
Programs Held	Cost Effectiveness	Accounts Serviced
Reduced Downtime	Increased Efficiency	

These measures may not be appropriate for insurance, training or association personnel. These candidates may supply information on other measures which demonstrate personal effectiveness, such as customer-client relationships, customer-client measures from the above list, activity reports, or other areas which clearly demonstrate why you are qualified, (by reason of personal effectiveness), to receive a professional certification. All measures should include comparisons or show a relationship demonstrating effectiveness over a period of time.

- N. Attach any other data which you believe assists in qualifying you for certification. This is optional, but may be necessary for this particular circumstance. Limit this to 10 pages.



**IV. Professional References**

Names of the individuals who will submit reference letters. They can not be your employer or supervisor. The letters must be received prior to taking the written test.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**V. Professional Affiliations**

A. Memberships in transportation safety / maintenance organizations. They should be current and active. Local, state, national levels.

Organization	Office Held	Year

B. Certifications

Type	Issued By	Year

C. Special achievements: Personal awards, books, patents, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VI. Employment/Previous Employmenty (Attach additional paper if necessary.)**

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Your Position: \_\_\_\_\_

Assigned Duties: \_\_\_\_\_

\_\_\_\_\_

Dates Employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Your Position: \_\_\_\_\_

Assigned Duties: \_\_\_\_\_

\_\_\_\_\_

Dates employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Your Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**VII. Authorization:**

I certify the foregoing statements, including attachments, are true and correct. I hereby authorize the Board of Examiners to verify any information submitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**To the Reference Person:**

*The applicant named on the first page of this form has requested you to provide certain information to the Board of Examiners of the National Motor Transportation Certification Program. Please take the time to complete and mail this form to the address listed below. This information will be discarded following the certification procedure and will be held in confidence at all times. A member of the Board of Examiners may contact you regarding this material. Thank you for your prompt assistance in helping us complete the professional qualification review of this application. **The applicant should not receive a copy of this completed form.** Please forward this document to:*

National Motor Transportation Certification Program  
c/o Coordinator of Safety/Maintenance  
TMTA  
700 East 11<sup>th</sup> Street  
Austin, Texas 78701-2623  
(800) 727-7135

Applicant's Name: \_\_\_\_\_

**To be completed by the Reference Person:**

1. I have personal knowledge of the applicant and his/her ability in an employment role?

yes  no

If yes, how was that knowledge gained? (worked for applicant, etc.) \_\_\_\_\_  
\_\_\_\_\_

2. I certify I am not the immediate supervisor of this applicant. \_\_\_\_\_  
(Initial)

3. The main duties of the applicant are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Other duties assigned include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is the applicant effective in the employment role?  yes  no  
What do you base your decision on? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How well does the applicant work with others? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Certification is a professional recognition of achievement. Is there any reason the applicant should not be granted certification? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How long have you know the applicant and is this relationship professional or personal?  
\_\_\_\_\_

Reference Form Completed by : (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Certifications You Hold and Issuing Body: \_\_\_\_\_  
\_\_\_\_\_

