

6 STEPS TO EARNING YOUR CTP®

The National Private Truck Council's Certified Transportation Professional® Class of 2025 is now forming. Eligibility applications are due December 1, 2024.

Sponsored by J.J. Keller & Associates, Inc, the CTP® program is the only credential of its kind for private fleet practitioners, including both fleet managers and supplier/vendors, in the transportation industry.

Senior management will readily identify a CTP as a professional with the experience, knowledge, and understanding of how to direct and administer a fleet, traffic, or transportation operation. As a fleet transportation manager or executive, the CTP designation confirms that an individual has the knowledge and ability to understand complex operational and regulatory issues, identify and evaluate potential cost savings, and develop systems and practices which best meet a company's transportation needs and objectives. For the transportation supplier/vendor representative, the CTP designation confirms that you have the know-how to better advise and cater to the unique needs of the private fleet/transportation industry.

By earning the Certified Transportation Professional® (CTP) designation, you join a group of transportation professionals who have made a commitment to the private fleet community, to an ongoing pursuit of career advancement, and to continuing enhancement of their knowledge and skills.

For full program details, click on the "GET CERTIFIED" tab on the NPTC website www.nptc.org, or contact Kristen Todd, Director of Education and Certification, ktodd@nptc.org / (703) 838-8841.

STEP
1

SUBMIT THE ELIGIBILITY APPLICATION ONLINE – DUE DECEMBER 1, 2024

- The online application is under the "Get Certified" tab on the NPTC website www.nptc.org
- You must have a minimum of five years of transportation industry-related experience, plus active participation in the fleet/transportation community.
 - The cost to sit for the exam is \$690/members; \$890/non-members.
 - The Eligibility Application is valid for the 2025 CTP Exam only. All applications are non-refundable and are not transferable.

STEP
2

PREPARE

- A combination of your on-the-job experience and taking advantage of the numerous educational programs and publications offered by industry associations, provide the best preparation for the CTP® Examination.
- Begin your study preparation as soon as practical.
- **CTP Study Guides** – Free, downloadable guides covering the five core disciplines available to confirmed candidates.
- **NPTC Benchmarking Survey Report** – Free, downloadable report available to confirmed candidates.

STEP
3

REGISTER FOR TRAINING

- NPTC offers in-depth, in-person training which has proven itself to be one of the most effective ways to prepare for your CTP journey (Note that these programs aren't mandatory; however, they are strongly encouraged.)
- **Private Fleet Management Institute (PFMI) January 18-22, 2025**
A five-day educational program that offers comprehensive instruction, education and activities designed to enhance your understanding of the private fleet management curriculum. The sessions are taught and facilitated by a faculty of seasoned private fleet professionals.
 - **CTP Exam Preparation Workshop January 17, 2025**
CTP candidates are encouraged to attend the CTP Exam Preparation workshop. The workshop is a full-day, specialized study group led by NPTC Executive Vice President, Tom Moore, CTP. Polish your writing skills, prepare for the case study analysis, network with candidates, and complete a sample multiple choice examination.

STEP
4

TEST

To become a CTP, you must pass a two-part examination offered virtually on **Saturday, February 8, 2025** (no exceptions). **Part One** consists of short-answer essay questions focusing on the core areas of fleet/transportation management. You will have two hours to complete this part of the examination. (One hour break)
For **Part Two**, you will be given a case study and asked to submit a written analysis of the problem and your recommendations for solving the problem. You will be given two hours to complete this portion of the examination.

STEP
5

EARN

Once you earn your CTP designation, we encourage you to attend the **NPTC Annual Education Management Conference and Exhibition**, which will be held May 11-13, 2025. **The Graduation Ceremony** takes place during the opening General Session on Sunday, May 11. Plus, you will be able to connect and reconnect with other CTPs in educational work-shops, on the exhibit hall floor, and during informal networking sessions.

STEP
6

MAINTAIN

Recertification is a mandatory element of all job-based certification programs – the CTP program is no different. The Recertification guidelines are designed to ensure the con-tinued transportation-related education of the individuals who earn the CTP designation. On an annual basis, CTPs will be invoiced \$100 to maintain active and participatory status. **CTPs must earn and submit 50 recertification points every three years.**

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ABOUT THE PROGRAM

More than 100 individuals earn their CTP designation each year and formally graduate during a recognition ceremony at NPTC's annual conference. Through active engagement in NPTC's unique culture, new CTPs become part of a special network of professionals who set a high standard for management practices and leadership qualifications. **To successfully complete the CTP Examination, candidates are expected to have a clear understanding of the skills, abilities, and knowledge required to effectively and efficiently perform within the fleet/transportation management profession.** The certification curriculum and the CTP Examination content are focused on the five core subject matter disciplines of private fleet management:

**Finance • Safety • Human Resources
Vehicle Equipment & Maintenance • Operations**

This content is regularly updated and enhanced based on continuous improvement standards set by leading private fleet management practitioners as measured by best operating practices, key performance indicators, and national benchmarking data that the National Private Truck Council collects and produces annually.