

National Private Truck Council
CERTIFIED TRANSPORTATION PROFESSIONAL® (CTP)
Statement of Disclosure and Disclaimer

WHAT THE CTP® DESIGNATION REPRESENTS?

The CTP® designation is primarily a certificate of educational achievement. This credential identifies you to senior management in your company, as well as to your peers in the industry, as a professional with the understanding and knowledge of how successful private truck fleet operations are planned and administered. The CTP® designation confirms that you have the demonstrated knowledge and ability to grasp complex operational and regulatory issues, to identify and evaluate potential efficiencies and cost savings, and to understand systems and protocols that optimally serve a company's private fleet transportation requirements, using recognized best practices and benchmarks in the industry.

NPTC believes that the educational programs of the CTP® core curriculum and the CTP® Examination representing the Multiple-Choice Test and the Case Study Analysis Test questions and answers are technically sound and generally reflect accepted "best practices" and standard operating procedures in the private truck fleet industry.

WHAT THE CTP® DESIGNATION DOES NOT REPRESENT: A LEGAL DISCLAIMER

NPTC acknowledges that the CTP® is not the sole or exclusive method for demonstrating knowledge as a private fleet professional.

The CTP® designation is not a license to practice a trade and, therefore, persons passing the CTP® Examination are not in any way "certified" with a license to practice private fleet management. NPTC does not warrant or guarantee performance of individuals who receive the CTP® designation.

Candidates for the CTP program and their employers are advised that NPTC does not represent or claim that CTP® graduates are trained, certified or competent in any particular subject matter area of private fleet management as to guarantee or warrant their on-the-job performance or judgment..

Therefore, NPTC takes no responsibility and accepts no liability for acts or omissions by persons on the job or otherwise engaged in professional private fleet management or professional supplier services who have participated in NPTC educational programs and passed CTP® certification examination.

INDEPENDENT VALIDATION OF THE CTP® EXAMINATION

Multiple Choice Test

The NPTC multiple-choice test was developed by the Human Resources Research Organization (HumRRO), an independent test development company that works in conjunction with experienced private truck fleet managers to create a valid certification test.

HumRRO has more than 50 years of experience in conducting job analyses and developing assessments for selection, classification, certification and promotion, and has assisted the NPTC certification program since 1997 in developing and maintaining the multiple-choice examination.

In developing the certification tests, HumRRO adheres to the National Commission for Certifying Agencies' standards related to test development and uses a content validity approach that incorporates job task analysis and content validity ratings. Using this approach optimizes the likelihood that the content of the test reflects only the critical content of the private fleet manager occupation. This in turn helps enhance the credibility of the program.

The CTP[®] certification program was developed to allow private fleet professionals to demonstrate their knowledge and understanding of the private fleet management field. In order to earn certification, CTP[®] candidates must demonstrate a sufficient level of expertise in five core subject-matter areas of competency for private fleet managers. These core areas are:

- Financial
- Safety
- Human Resources
- Vehicle Equipment and Maintenance
- Operations

The subject-matter areas tested in the CTP[®] Examination are validated for consistency and accuracy based on the practical experiences, best practices and standards of excellence typically found in leading private fleets throughout the United States. This validation process depends on a job analysis that thoroughly defines the job's behavioral requirements so that job experts can make judgments as to whether the assessment adequately samples these job requirements.

To meet this validation standard, NPTC conducted job task analyses in 1997 and again in 2001 to identify and validate the multiple-choice examination content. In 2005, subject matter experts (SMEs), consisting of private fleet managers with CTP[®] certification, training experience, and lengthy tenure as fleet managers, reviewed the test blueprint and made revisions to reflect changing standards, best practices, and government regulations in the industry.

In addition to taking a content validity approach to developing a test specification by way of job analysis, HumRRO takes a content validity approach to test item development. That is, every item is subject to a content validity review by SMEs. The purpose of this two-pronged approach is to optimize the likelihood that the content of the test reflects the critical content, and only the critical content, of the private fleet manager occupation, which in turn, helps enhance the credibility of the program. The steps HumRRO has taken to develop and maintain the NPTC certification multiple-choice test are listed below.

To identify the test content areas, HumRRO staff:

- conducted an analysis of job task questionnaire data and made test blueprint recommendations to the committee.

- facilitated workshops to update and finalize the test blueprint.

To develop the certification tests, HumRRO staff:

- trained SMEs on guidelines for item writing and review.
- facilitated SME item writing and revisions, providing feedback, making edits and formatting items.
- collected content validity ratings.
- maintained an item bank which contains item content, item history, and psychometric properties of tested items.

In creating the tests and analyzing and scoring results, HumRRO staff:

- constructed test forms according to the blueprint specifications.
- piloted test items.
- consulted with SMEs to clarify problematic items.
- scored tests and review items for psychometric soundness.

Case Study Analysis Test

In addition to the multiple choice portion of the exam, the candidate must pass a written case study examination. The case study demands the candidate must assess a complex set of problems based on real job situations and apply the five core disciplines listed above to craft a comprehensive solution. A new case study is written each year by a team of subject matter experts that reflect the five core disciplines and is reviewed by experienced private truck fleet managers to create a valid certification question based on preferred results expected of top fleet management.

ADMINISTRATION AND GRADING OF THE CTP® EXAMINATION

CTP® Examinations are administered under the supervision of CTP® professionals at designated locations around the country and the grading of the CTP® Examination is conducted by a team of at least five (5) Certified Transportation Professionals.