

Traffic Control Person (TCP) Certification Training Standard

Questions & Answers – TCP Training Providers & Trainers

1. Who does the TCP certification training standard apply to?

The TCP certification training standard applies to persons who are required under the legislation to be trained, the training provider who employs a trainer to conduct TCP certification training programs, and a trainer who delivers TCP certification training.

2. Who needs to be trained at my workplace?

Any worker who is required to work as a traffic control person is required to complete a traffic control training program prescribed by the Commission as outlined in Section 374. (5) of the Newfoundland and Labrador Occupational Health and Safety Regulations, 2009.

3. How do I become an approved TCP training provider?

Potential TCP training providers must apply to the Commission by completing and submitting the Training Provider Application located on the Commission's website. The Commission may approve and register providers if they satisfy all criteria with respect to employing qualified TCP trainers, delivering TCP certification training that meets the TCP standard; documenting, keeping records and adhering to administrative requirements of the Commission; and maintaining program integrity and delivery.

At the time of application, all requested documentation must be made available to the Commission. This includes all training materials, including trainer's and participant guides, PowerPoint presentations and speaker's notes; handouts, learning activities and worksheets. The review and approval of TCP training programs will not be conducted until all required documentation is received at the Commission. Failure to do so may result in delay of TCP provider approval.

Training providers are not permitted to offer and deliver TCP certification training programs until they have been approved by the Commission.

4. How long is the training for TCPs?

Training programs must be a minimum of 4 hours in duration.

5. What happens if I conducted training before the new TCP certification training standard was implemented? Will the Commission accept the TCP certificates I issued?

The TCP certification training standard introduced a three (3) year recertification requirement for TCPs. TCP certificates issued by approved TCP training providers will be accepted if the date of issue is within the three (3) year time frame. If 3 years have passed, TCPs are required to re-certify with an approved TCP training provider. For example, if a TCP certificate of an approved TCP training provider has a date of issue of October 30, 2008, the TCP is required to re-certify by participating in a TCP training course with an approved TCP training provider before October 30, 2011.

6. I have extensive experience and knowledge in training flagpersons. Do I have to apply to the Commission for TCP training provider approval?

Yes, anyone delivering TCP certification training must be approved by the Commission.

7. Who is responsible for issuing certificates to TCP participants?

Training providers who have been approved by the Commission are responsible for issuing TCP training certificates to participants and maintaining a database of persons who have been certified with the provider. Records to be maintained include name of person, date of successful completion of TCP training program, contact information and date of recertification.

8. Is there a time frame for issuing certificates?

Certificates must be provided to participants within two weeks of completing TCP training. Upon immediate successful completion, trainers may provide participants with letters of completion to have in person while working until the official certificates are available.

9. Who is responsible for notifying participants of re-certification?

It is the responsibility of the TCP certificate holder to contact TCP training providers regarding recertification requirements. TCPs are required to complete the TCP training program every 3 years for recertification.

10. How will the Commission ensure that training providers are adhering to the TCP certification training standard?

The Commission will ensure that training providers are adhering to the TCP certification training standard by conducting random quality assurance audits. The audit will evaluate TCP training providers and trainers on the following elements:

1. Planning skills: Distributes training materials in a timely manner, ensures equipment is in good working condition and ready for use, ensures facilities and learning environment are conducive to learning, organizes learning activities, and uses time effectively by being punctual.
2. Interpersonal skills: Effective use of verbal and non-verbal communication, good listening skills, effective use of questions, and encourages interaction between participants and the trainer.
3. Presentation/Facilitation skills of trainers: Makes appropriate introductions, follows the agenda, states purpose and objective of TCP training, uses appropriate transition between topics, identifies and makes use of teachable moments, covers all learning objectives and outcomes, effective use of time management skills, interacts with participants during learning activities, uses appropriate examples and work scenarios, applies knowledge of traffic control in training, leads discussions, and directs legislative questions directly to the appropriate authorities.
4. Materials and teaching aids: Explains training materials and uses them appropriately, assists participants in the practical application of teaching materials to their workplace, demonstrates knowledge of materials and aids, and uses materials and teaching aids appropriately.
5. Adult learning principles: Encourages participants to share their experiences in facilitating learning, maintains objectivity, identifies learner's capabilities and accommodates their learning needs, uses problem-solving techniques to help participants determine optimal traffic control techniques, provides a positive learning atmosphere and facilitates meaningful learning.
6. Documentation: Ensures accurate record keeping and adheres to administrative requirements of the Commission.

10. Does the Commission recognize TCP training from other provinces?

The Commission may recognize TCP training providers and training from other jurisdictions that are deemed to be equivalent. Equivalency will be based on the course content and TCP certification training standard as determined by the Commission.

11. Who can I contact if I have any questions regarding traffic control and TCP training?

Questions relating to traffic control and TCP certification training can be directed to the Commission by calling (709) 778-1552 or 1-800-563-9000. Any issues in traffic control relating to legislation may be addressed with the Department of Government Services – OH&S Branch.