



Application Package for Professional Certification

to become a

***Certified Safety and
Security Officer (CSSO)***

Informational Packet
5th Edition – October 2020



CTAA's Certified Safety and Security Officer (CSSO) Certification Program



What are the critical areas of knowledge required to be a CSSO?

There are nine critical areas The CSSO candidate will take a certification exam in :

- Leadership and Management
- Operations
- Vehicles and Maintenance
- Facilities and Maintenance
- Personnel
- Training
- Organizational Safety
- Organizational Security
- Community Emergency Response Preparedness

Who can apply for the CSSO program?

An applicant can be transit system personnel, state employees, association staff members, third party contractors, or otherwise linked to the public and community transportation network. What is essential is that the CSSO is fully qualified and certified through a rigorous process.

What is the required training?

The two-day class and virtual online interactive training, orient's the CSSO to the elements and mechanisms of the program which addresses all of the benchmarks in the program's nine critical areas. Please note that the subject areas are focused on benchmarks and assessments in those topics. These are overviews of each of the subject areas and our expectation is that qualified participants in these classes already have a thorough understanding of the managerial and supervisory aspects of the topics, as outlined. Therefore, our training in this course revolves more around questions of, "What are we looking for, and how do we measure it?"

General Benchmarks for Safety, Security and Emergency Preparedness

Excellence:

- Are there appropriate plans, policies, or procedures addressing safety, security and emergency preparedness?
- Are there identified individuals who have responsibility for safety, security and emergency preparedness, and who possesses the appropriate knowledge, skills and abilities to oversee these areas?
- At a minimum, are all safety sensitive employees and their supervisors aware of the safety, security and emergency preparedness plans, policies and procedures?

- Have all the appropriate employees been trained to proficiency in carrying out their safety, security and emergency preparedness functions?
- Are safety, security and emergency preparedness procedures and protocols being followed by employees on a regular and consistent basis?

Examination Requirements

The exam taken online at the conclusion of the course and is comprised of a combination of 80 multiple choice and true/false questions.

A passing score is an overall grade of 70%.

How long is the certification valid?

The certification is valid for **three years**.

Re-certification

What are the requirements for re-certification?

Recertification is valid for a period of three years and is renewable for a **\$75 fee** - candidates are required to complete a recertification application for approval.

Further Information:

For questions, please contact us via email at: training@ctaa.org