



**NYAPT**

NEW YORK ASSOCIATION  
FOR PUPIL TRANSPORTATION

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*LEADERSHIP DEVELOPMENT AND  
CERTIFICATION INSTITUTE  
SCHOOL TRANSPORTATION  
MANAGEMENT PROGRAM*

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NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

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Clifton Park, NY 12065

## **NYAPT LEADERSHIP DEVELOPMENT INSTITUTE OUTLINE**

### ***What is the NYAPT Leadership Development & Certification Institute?***

NYAPT has designed a program that will challenge our members to attain excellence through learning opportunities and professional experiences, leading to completion of a multi-faceted test of the depth and breadth of their knowledge and capacity.

The responsibilities of a school transportation professional are extensive and wide-ranging. Indeed, a school transportation professional can expect at any given time in their day to be involved in:

- Fleet management, bus routing and scheduling, and driver training.
- Dealing with external safety factors such as traffic, weather, road construction, and parent concerns.
- Providing data and related information in support of business officials and school leaders
- Board of Education, public, conference presentations
- Emerging issues and trends that have an impact on transportation, including adjusting start times for older students, flexible school schedules, expanded school choice programs and more.

The intent in establishing the Leadership Development and Certification Institute is to provide school transportation professionals with a process to develop skills and competencies they need to ensure that all the elements necessary for a safe bus ride come together for every student who rides a school bus.

### ***Who Is Eligible to Participate?***

In broad terms, current members of NYAPT at all levels are eligible to participate in the program and to attain NYAPT Certification.

Our intent is to provide leadership training and to make certification available to those individuals who are serving as or are seeking to achieve the position of the principal leader of a pupil transportation system. We feel this is important in order to give additional credibility to existing leaders and to facilitate the creation of a cohort of prepared administrators to succeed the current cohort of leaders. In order for an individual to qualify they must demonstrate expertise in the field of pupil transportation, meet specific measures of educational experience, and satisfy the basic requirements set forth in this program outline.

### ***What Are the Costs of Participation?***

Members who decide that they wish to enter the program and follow it to completion will encounter the following fees and charges:

- Application Fee: Members will be asked to pay a fee of \$175.00 at the time of application, inclusive of the final exam.

### ***What Steps Must a Member Take to Apply for Certification?***

In order to apply for admission, an individual member must:

1. Be an Active or an Associate Member in good standing (Section 2.11(a) of NYAPT By-laws).
2. Have received a high school diploma or equivalency diploma or a higher level of formal education (*related educational programs may be considered at the discretion of the Certification Review Committee in satisfaction of this requirement*)
3. Complete the official application thoroughly and accurately

4. Submit an application fee with the application package
5. Submit to questions or requests for clarification by the Leadership Development Review Committee

### ***What Steps Must a Member Take for Certification?***

Any individual seeking to attain eventual certification in the NYAPT Leadership Development Institute & Certification must, within the two years following enrollment in the program:

- Satisfy the eligibility and application requirements;
- Attend at least ONE NYAPT Annual Conference;
- Attend at least ONE NYAPT Winter Workshop;
- Participate in at least three NYAPT education program offerings such as webinars, special courses and regional workshops;
- Complete or have completed one or more of the following:
  - Make or be a part of a presentation at a NYAPT conference;
  - Attain Master Instructor status
  - Attain SBDI status or 19A Examiner status
  - Complete other transportation, safety or educational certifications
- Achieve one or more of the following:
  - Chair one or more of NYAPT's committees
  - Serve as a member of one or more NYAPT Committees
  - Serve as a member of the NYAPT Board of Directors
  - Serve as a NYAPT Chapter president
  - Provide local Chapter leadership and committee and activities

### ***What Courses Will an Applicant Need to Complete to Qualify for Certification?***

Each candidate will be required to complete:

- One course from each of the NAPT Professional Development Series course offering categories, as numbered 101 through 901. It is recommended that each candidate take the introductory course in each category (e.g., #501) at a minimum. NYAPT will ensure the availability of these courses or avail our members of their on-line availability.
- Each of the courses developed by NYAPT as "New York specific" courses that complement and build on the NAPT course series referenced above. These for example will include the Transportation Law Course, the School Transportation Budgeting Course, Key Performance Indicators, School Transportation Leadership and others to be developed. Other courses will be broad-based and include management topics such as SAMS reports, calculation of non-allowable pupil decimals, SED contractual requirements, and transportation business management courses.

### ***What Steps Will a Certified Member Need to Take to Continue Certification?***

Each individual who attains certification will be asked to complete recertification every third year. In order to attain recertification, the certified individual:

- must have maintained membership in good standing in NYAPT since initial application in the program
- will need to demonstrate continuing education across a diverse range of activities. Individuals will need to accumulate 150 professional development credits within the three-year recertification period by completing activities including but not limited to those listed below: *(the certification review committee is authorized to accept or not accept activities submitted by the individual):*

✓ Annual Conference attendance	30
✓ Winter Workshop attendance	20
✓ Participation in activities such as:	
Safety Festivals/Road-e-o	10
Webinars	10
Law Course	10
Budgeting Course	10
(others as may be added over time)	
✓ Presentation of workshops at official NYAPT events	10
✓ NAPT Presentations and other similar venues	10
✓ Publishing one or more articles in trade journals including but not limited to School Bus Fleet and School Transportation News	20
✓ Becoming a SBDI	15
✓ Becoming a master instructor	25
✓ Becoming an Article 19A Examiner	15
✓ Serving as a Mentor (in a formal capacity) to a new or aspiring transportation supervisor	15
✓ Serve on the Board or committees	15
✓ Other Educational and Experiential Achievements	10

- will be required to complete a brief written examination
- will be required to pay a \$75.00 recertification fee

***What Impact Will Certification Have on Careers?***

While there is currently no provision in New York State law to ensure portability for persons with this title or certification status, such professional certification credentials often lead to promotions or increases in salary.

NYAPT will be promoting the Leadership Development & Certification Institute program with the State Education Department, School Superintendents, Business Officials and School Boards to gain credibility for the attainment by individuals who complete the program in good standing.

***How Will My Credentials Data Be Verified?***

The individual candidate will be required to produce documentation for each of the activities he or she includes in his or her application. To the extent that such data is contained in the NYAPT data base and registration materials, that data will be made available to the candidate. That information will also be available to the Leadership Development & Certification Institute Review Committee in its work to qualify or certify or re-certify individuals.