



## CANDIDATE GUIDE



# Sustainable Transportation Professional (STP) Credential Exam Version 2

**REVISION DATE**  
07/14/2020

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## V2 CANDIDATE GUIDE

Sustainable Transportation Professional (STP) Credentials

### INTRODUCTION TO THE GREENROADS STP CREDENTIALS

Welcome to the Greenroads Candidate Guide for the Sustainable Transportation Professional (STP) Exams and Certificate Courses. Congratulations on considering our STP Program as a way to further your knowledge about sustainable transportation!

This Guide summarizes how the Greenroads STP Credentials fit into our Education Program. It explains the target audience, the benefits of becoming an STP, and the structure of the exams along with relevant information about using and maintaining your credential.

### SUMMARY OF STP CREDENTIALS

The STP Credentials are designed to give accredited individuals sustainable “street cred.” With an STP Credential, you can demonstrate that you have a comprehensive understanding of sustainable transportation. You will do this by passing a standardized exam tailored to sustainable transportation topics.

We offer different tiers of STP Credentials. The higher levels require more applied knowledge in specialized areas. STP exams test your knowledge of best practices in five topic areas. These are roughly based on the core categories in the Greenroads Rating System Version 2:

- Environment & Water (EW)
- Access & Livability (AL)
- Materials & Design (MD)
- Construction Activities (CA)
- Utilities & Controls (UC)

### HOW DOES THIS CREDENTIAL FIT INTO THE EDUCATION PROGRAM?

The Greenroads Sustainable Transportation Education Program is one of three charitable programs for transportation infrastructure administered by the 501(c)(3) non-profit organization, Greenroads Foundation.

The Education Program goals are:

- Empower individual experts in sustainable transportation
- Deliver engaging and tailored learning opportunities

The first goal is addressed by the STP Credential Program. You can read more about the Education Program at [www.greenroads.org/learn](http://www.greenroads.org/learn).



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### WHO SHOULD BE A STP?

The Greenroads STP Exams are designed for anyone working in or aspiring to work in the sustainable transportation field. This includes designers, planners, government agencies, contractors, and students who may someday contribute to a sustainable transportation project.

### CANDIDATE QUALIFICATIONS

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#### Level 1 Minimum Requirements

- You must be 18 years of age.

#### Level 2 Minimum Requirements

- Successfully pass the Level 1 Exam.

#### Level 3 Minimum Requirements

- Successfully pass the Level 2 Exam.
- Participate on at least one registered Greenroads Project.

### ENGLISH AS A SECOND LANGUAGE

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The Greenroads STP Exams are based on the Greenroads Rating System, which is written in English with an American dialect. The technical vocabulary included in the exams may be different than what you are used to, even if you live in another English-speaking country.

Non-native English speakers may require additional study time and preparation to take the English version of the exam. Every candidate is given the same amount of time to complete the exam.

### DOCUMENTED DISABILITIES AND SPECIAL ACCOMMODATIONS

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If you have a documented disability, Greenroads will provide reasonable test-taking accommodations. You must notify Greenroads at [info@greenroads.org](mailto:info@greenroads.org) of your need for accommodation during the registration process. We will contact you once we receive this information to discuss your individual needs.



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### STP BENEFITS

STP Credentials provide a variety of benefits to the possessor including a formal title, acknowledgement on our public directory and your company's member page (if applicable), Project Passes, points on Greenroads projects, a wall certificate and a digital badge.

### FORMAL USE OF “GREENROADS STP” TITLE

Upon successful completion of the exam, you may use the official designation “Greenroads Sustainable Transportation Professional.” The abbreviated form of this title is “STP” or “Greenroads STP” after your name, and it may be used on documents such as business cards, résumés, social media pages, or in emails or letters. While Greenroads® is a registered trademark, the ® is not required to be used by STPs when describing the credential.

### STP DIRECTORY LISTING

The STP Directory is located online at [www.greenroads.org/stpdirectory](http://www.greenroads.org/stpdirectory). Individuals that successfully pass STP exams are listed publicly on the Greenroads website and announced in our public newsletter. The Directory is updated with names of recent graduates routinely. You can change what information is displayed publicly by adjusting the privacy settings in your profile. We respect all privacy requests and treat personal information very carefully. To adjust your profile privacy settings, login to your Greenroads account, click on “Edit Profile” and then uncheck or check the box “Make My Profile Public.” See Figure 1 for more details.

### PROJECT PASS

The STP gives you the ability to work on Greenroads Project Teams on our website, which gives access to Greenroads Projects. Having an STP allows you to access Greenroads Projects provided you are invited to them by the Project Manager. The STP is Greenroads Rating System version specific, so if the project you are working on is Version 2 for example, and you received a Version 2 STP, you have access to that project. The Project Manager of the team ultimately decides the level of access you have on the project.

### EARN PROJECT POINTS

Provided you are invited to a Project Team on a Greenroads Project, and are actively involved in the project you can earn a point once you have completed your Level 2 (Project Associate) exam. Actively involved means participating continuously throughout the Certification process and for the entire duration of Project design development or Project delivery. More than one accredited STP Project Associate may be necessary to satisfy the active involvement definition, in order to mitigate risk of staff turnover throughout the duration of Project development and delivery. If a Greenroads Project has three actively involved STP's, that project can earn 2 points towards Greenroads Certification.

### STP WALL CERTIFICATE

A printable electronic wall certificate will be provided to candidates that successfully pass the exam. You may also request a printed certificate to be mailed for a small printing and shipping fee.

### DIGITAL STP BADGE

A digital STP badge graphic is provided for personal use upon completing each level of exam. Our STP Credential comes in three different levels: Level 1 Brown Badge - Community Advocate, Level 2 Orange Badge - Project Associate, and Level 3 Blue Badge - Project Manager. You are permitted to use these graphics on business cards, professional networking sites (e.g. LinkedIn), résumés, and statements of qualifications (SOQs) provided your credential is in good standing. See Figure 2 for the digital badges.



## V2 CANDIDATE GUIDE

Sustainable Transportation Professional (STP) Credentials

Home > Profile > Jackson Ludwig

Edit Contact

Edit Profile

First Name \*

Last Name \*

Email Address \*

Alternate Email Address

Username (May be used as alternate login)

Organization \*

+ Add New Organization

Greenroads Foundation

Job Position or Title

Phone Number \*

Upload a new photo  
Choose File No file chosen

UPDATE

Project News

Make my profile public

Show my profile information when someone clicks on my name. This includes personal and organization details, badges, and non-private projects.

UPDATE PROFILE

Cancel

Figure 1. Greenroads User Profile Settings.



Level 1 – Brown  
Community Advocate



Level 2 – Orange  
Project Associate



Level 3 – Blue  
Project Manager

Figure 2. STP Badge Digital Logos.

## THE STP EXAM

This section describes the general structure and format of the exam so candidates know what to expect. Study materials for each exam are available through our website and are accessible to candidates once registered through their Greenroads user profile under “courses.”

### FORMAT

The STP Exams are open book, online exams with time limits. There are three potential question formats: multiple-choice, multiple answer, and true/false. There are examples of each question type below. Correct answers are underlined.

#### Example of a Multiple-Choice Question

What is the operative definition of “sustainability” used by Greenroads?

- a. A system characteristic that supports natural laws and human values
- b. The triple bottom line
- c. The capacity to endure
- d. Development which meets the needs of current generations without compromising the ability of future generations to meet their own needs

#### Example of a Multiple Answer Question

Which of the following are components of sustainability as identified by Greenroads? (Select one or more.)

- a. Ecology
- b. Equity
- c. Economy
- d. Energy

#### Example of a True/False Question

The mission of the Greenroads Foundation is to support natural laws and human values.

- a. True
- b. False

### ONLINE EXAM PLATFORM

Greenroads uses an open-source Learning Management System (LMS) called Moodle ([www.moodle.org](http://www.moodle.org)).

### CUT SCORE DETERMINATION

To ensure that the Greenroads STP Credentials represent an above average level of sustainable transportation knowledge, we have established the cut score at 80 percent. This score is typically considered “above average” in educational institutions. Most of our candidates meet or exceed this on their first attempt. Greenroads monitors and analyzes exam question and response data using standard psychometric methods<sup>1</sup> in aggregate for each exam periodically and before the closing date of the exam. During this process, we may adjust the cut score. We will summarize the grading process and give an overview of results for each version to maintain transparency in the process.

<sup>1</sup> American Educational Research Association, American Psychological Association and National Council on Measurement in Education. (1999). *Standards for Educational and Psychological Testing*. 2<sup>nd</sup> Edition. Washington, DC: American Educational Research Association.



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### EXAM REGISTRATION

You need an active user account on the Greenroads Website to register for the STP Exams. To set up an online account, you need a valid email address, your personal contact information, your current affiliation information (your company or other organization).

#### REGISTRATION STEPS

Navigate to the Greenroads website at [www.greenroads.org/exams](http://www.greenroads.org/exams) and log into your user account to sign up. You will be prompted to select the exam or exams you would like to take and asked for a credit card to make your purchase. You may also request an invoice to pay by check.

Once you are registered, you will be able to access to the exam and study materials.

Greenroads reviews all registrations. If you are eligible for special pricing, we may contact you for additional information. See "Pricing" below to determine if you are eligible.

#### Group Registration

Groups that are not Greenroads members can register for the Exam by contacting [learn@greenroads.org](mailto:learn@greenroads.org). An administrative fee may be added to the group registration invoice. The invoice will be sent electronically to the candidate who sent the request. Discounts are available for groups of five or more.

Greenroads members will have a Group Manager to help with registration. You will receive a referral link to set up a user account that is connected to your organization's membership.

### WEBSITE HELP

If you are having trouble with your login, registration, or payment, please contact [support@greenroads.org](mailto:support@greenroads.org).

### EXAM EXPIRATION

If you do not pass one of the three available attempts within one year, your exam registration will expire.

### PRICING

The current exam prices are posted on our website. Greenroads Foundation reserves the right to modify or change pricing from time to time. Generally, Greenroads Members can access special pricing arrangements. Students currently enrolled at least part-time at a higher education institution may be eligible for student pricing. If you are eligible for special pricing, we may contact you for additional information, such as proof of academic status, professional references, or other information to verify student or employment status.

### NO REFUNDS

Fees paid for the STP exams are non-refundable.



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### HOW TO ACCESS THE EXAM

There are two ways to access the exam: from your Greenroads profile page, or from the Learning Management System (Greenroads Academy). The exam is mobile friendly; however for best results, it is best to take the exam in an area with a strong and reliable internet connection.

#### FROM YOUR GREENROADS PROFILE PAGE

Navigate to your profile page on the Greenroads website. Then, select the “Courses” option in the navigation bar on the left of the page.

The screenshot shows the Greenroads profile page for 'Esther Tester'. The top navigation bar includes links for Rating System, Projects, Learn, Credentials, Join, About, Events, Donate, a search icon, a cart icon with '0' items, and a user icon. Below the navigation is a large profile picture placeholder. The main content area is titled 'My Profile' with a sub-section for 'Esther Tester'. On the left, a vertical navigation menu lists: PROFILE (selected), PROJECTS, BADGES, LIBRARY, ORGANIZATION, INVOICES, COURSES (highlighted with a red arrow), and SANDBOX MODE. To the right of the menu are contact details: address (17371 NE 67th Ct, Suite B202, Redmond, WA, 98052, USA), email (esther@greenroads.org), phone (123-456-7890), newsletter subscription status (Subscribed to newsletter), and membership status (Membership status: Not Active). A 'EDIT PROFILE' button is located at the top right of this section.

Figure 3. Home screen of profile and course link.

#### FROM THE LEARNING MANAGEMENT SYSTEM (GREENROADS ACADEMY)

You can also access the exam from Greenroads Academy, our online learning management system at <http://learn.greenroads.org>. Log in to the site in the upper right corner with your Greenroads username and password. This is a separate website, and you will use the same Greenroads login credentials. Note there is no “www” in the link.

The screenshot shows the Greenroads Academy home screen. At the top is the Greenroads logo. Below it, a section titled 'Available courses' lists: 'Greenroads STP Exam - Brown Badge (Level 1)' and 'Practice Exam - Brown Badge STP Exam'. The 'Greenroads STP Exam - Brown Badge (Level 1)' course card includes a brief description: 'This course provides access to the Greenroads Sustainable Transportation Professional (STP) Exam. This Exam is the entry level exam and is for people who are interested in demonstrating general knowledge of sustainable transportation. Upon successful completion of the exam and survey, you earn your Brown Badge.' It also notes 'Registration is available on the [Events](#) page of the Greenroads Website. You must be registered to view this course and take the exam.' To the right of the course card is a brown rectangular badge with the letters 'STP' in white. Below the course cards is a note: 'This course provides access to the STP Practice Exam.'

Figure 3. Home screen of Greenroads Academy.



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### CODE OF CONDUCT

At Greenroads, we value integrity, stewardship, excellence, inspiration and curiosity, and our guiding principles include honesty, fairness, appreciation, creativity, and learning. Candidates are expected to conduct themselves with these values in mind, especially honesty and integrity throughout all phases of the exam process, including exam preparation, testing, and certification. Greenroads does not tolerate cheating or exam misconduct.

Greenroads periodically reviews records from the learning management system to monitor testing statistics. If a candidate is believed to have acted with dishonesty, Greenroads reserves the right to block that individual from the program immediately. Evidence of misconduct includes, but is not limited to, taking the test on behalf of another individual, unfairly gaining exam information, taking exams mutually in the same location as another candidate, or providing unfair assistance to another candidate at any time during the exam.

If Greenroads concludes that there has been a violation of the terms and conditions of testing by an examinee during any stage of testing, it will:

- Invalidate any prior STP certification the individual holds
- Bar the individual from participating in or benefiting from the STP Program.
- Not award points for the individual's work on a project.
- Not permit refunds for exam fees.



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### YOUR EXAM RESULTS

Exams are automatically graded. The exam score will be displayed once you successfully submit the exam online.

### NOTIFICATION SCHEDULE

Greenroads staff checks and verifies passing scores routinely. We announce successful STPs in our electronic newsletter approximately once a month.

### HOW WILL I KNOW MY SCORE?

Once you complete the exam, your exam score will show immediately.

### WHAT IF I DON'T PASS?

Not every candidate will be able to pass the exam. You will get three attempts to pass per registration. You will not be able to review your incorrect answers.

- **Wait Period – 2<sup>nd</sup> Attempt.** All candidates that do not pass the exam on the first attempt will be eligible to retest in 15 days.
- **Wait Period – 3<sup>rd</sup> Attempt.** All candidates that do not pass the exam on the second attempt will be eligible to retest in 30 days.
- **Repeat Exams.** If you do not pass one of the three available exam attempts within one year, your exam registration will expire, and you will need to re-register for the exam which includes a registration fee.

### GRADING DISPUTES

If you do not feel you were fairly examined, you may contact Greenroads at [learn@greenroads.org](mailto:learn@greenroads.org) to discuss your situation. If we find we have made an error, we will reassess your score accordingly.



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### MAINTAINING YOUR STP CREDENTIAL

Once earned, the STP credential is valid for use with a particular version of the Rating System. We encourage STPs to use and maintain their credentials through active participation on projects, as volunteers on our Technical Advisory Councils, or through our other education program opportunities.

### LEGACY CREDENTIALS

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Approximately every five years, a new version of our rating system is released, and in order to work on projects with the new version, you will also need the corresponding version of the STP credential. Existing credential holders who want to upgrade to the newest version may do so by paying a fee and taking a update quiz that tests the principles of the newest Rating System version. For more information on our rating systems, please see <https://www.greenroads.org/publications>.

Those who have STP credentials No. 1-350 have the option of changing to an annual renewal of their credential, or can upgrade to the legacy version of the credential for a flat one-time fee. Please see our website for more details.

If you have questions about your credential, please contact us at [learn@greenroads.org](mailto:learn@greenroads.org) for assistance.



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### LIMITATIONS OF THIS GUIDE

Greenroads has designed its STP Credential Program for Level 1 and Level 2 to comply with the current American National Standards Institute/International Organization for Standardization (ANSI/ISO) 17024 standard for accreditation of people. However, it is important to note that the Greenroads STP Credential Program has not been specifically recognized or audited by ANSI/ISO at the time this guide is published, so an STP Credential should be understood to be specifically related to skills examined within the scope of this document only and as related to, or to be used within the scope of, the Greenroads Foundation's charitable and educational programs.

Greenroads will likely seek ANSI/ISO 17024 certification for the STP Credential Program at a later date, after a sufficient amount of exam data is available for audit and review by ANSI/ISO. It is possible that this certification may not apply retroactively to individuals who successfully complete the STP exam, or any other early exam versions under the STP Credential Program.