



ITS DISPATCH
TRAINING ACADEMY

COURSE GUIDE

Introducing ITS Dispatch Academy

Four courses, one trucking career. Dispatching, Freight Brokerage, Billing & Invoicing and Truck Safety & Compliance: outlines, pricing, job titles and discounts in one place.

- Dispatching
- Freight Brokerage
- Billing & Invoicing
- Truck Safety & Compliance



10+ years in the industry

5,000+ students

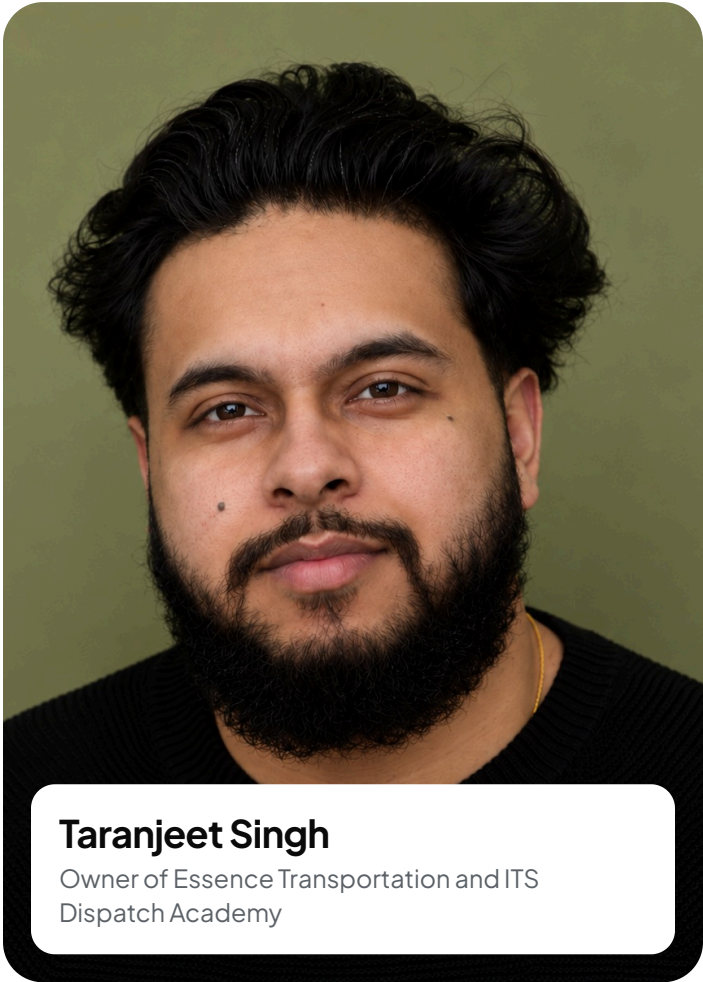
986+ partner companies

🇨🇦 CANADA · 🇮🇳 INDIA · 🇺🇸 USA



MEET THE FOUNDER

From an International Student to a **Transportation and Brokerage Company.**



Taranjeet Singh
Owner of Essence Transportation and ITS Dispatch Academy

Taranjeet Singh is the founder and owner of **Essence Transportation**, a transportation and brokerage company in Canada, and the person who built ITS Dispatch Academy.

He came to Canada as an international student and started working from his basement with as little as **\$1,700** in capital, with nothing but Wi-Fi and a laptop.

Every course in this guide teaches the same work that built that company: booking loads, brokering freight, invoicing, and keeping a fleet compliant.

\$1,700

Starting capital

Basement office

Where it all started

Wi-Fi + laptop

The whole setup, day one

Canada

Transportation and brokerage company



A Decade in the Industry. Thousands of Careers.

10+

Years in the industry

5,000+

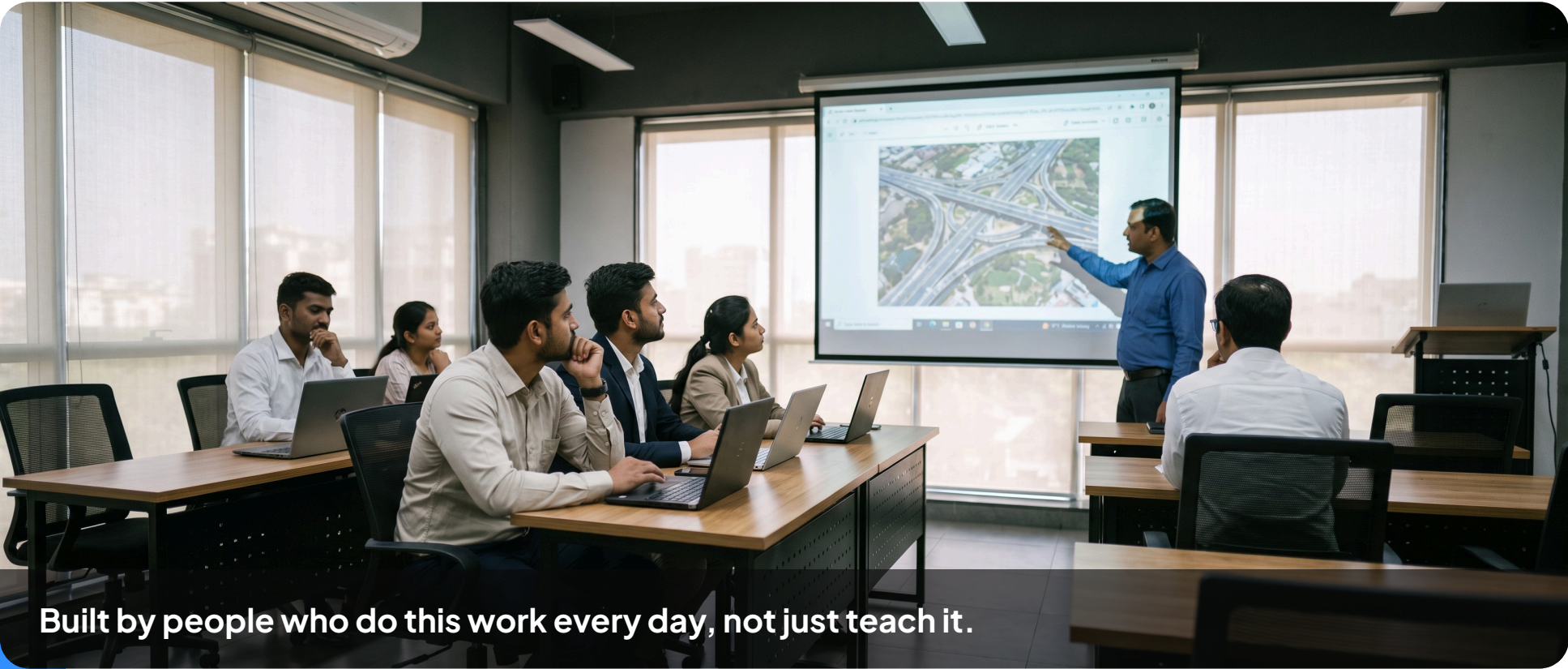
Students trained

986+

Partnered companies

600+

Businesses helped set up



Built by people who do this work every day, not just teach it.



Every Load Passes Through **Four Desks.**

Each course trains you for one seat. Take all four to run the whole office.



Warehouse / Shipper

Has freight that needs to move.



Freight Broker

Finds customers and carriers, sells the load to a transportation company.



Dispatcher

Books loads, negotiates rates, sets up customers, clears the border.



Billing & Invoicing

Once delivered: invoices the load, bills brokers, AP / AR.



Safety & Compliance

Keeps the fleet legal all year, HOS, CVOR, inspections, files.

Save 40% on all four

[See page 11 for this month's discount →](#)



One Fee. Everything Included.

Every course comes with all of this, at no extra cost.



Certification

Cost of your certificate is included.



Sample resume

Role-specific resume, free.



Live + recorded lectures

Attend live on Zoom, rewatch any time.



Interview prep

Material to get you through the first call.



Notes & study material

Summary notes for every lecture.



Unlimited training

Repeat lectures at no cost. Lifetime access.



Job assistance

We help you find openings. Text us to hear how.



Small batches

Average 8 to 10 students, so you actually get taught.



01 · CORE COURSE

Dispatching Course

LECTURES

6

1 to 1¼ hr each

DURATION

2 weeks

Live on Zoom or in class

FORMAT

Online or in person

In person in Mississauga

WHAT YOU WILL LEARN

- 01 Information on trucks & trailers
- 02 How a transportation company operates
- 03 Job responsibilities of a dispatcher
- 04 Booking loads on Load Link & DAT Power
- 05 Border crossing with Avaal E-Manifest
- 06 Rate negotiation
- 07 Customer setup

SOFTWARE YOU WILL USE







Software access is provided for educational purposes only. It cannot be used for business activities.

COURSE FEE

From \$399 CAD

Online, no software access

\$399 CAD

Online + software access

\$549 CAD

In person, Mississauga

\$649 CAD

Online + software: we cover your subscription to all three softwares, with lifetime practice access. In person: on-site computers and extra hands-on sessions after class.



02 · ADD-ON COURSE

Freight Brokerage Course

LECTURES

2

Live on Zoom or in class

DURATION

1 week

Runs with the Dispatching course

FORMAT

Online or in person

Add-on to Dispatching

WHAT YOU WILL LEARN

- 01 Finding shippers: cold calls and warm calls
- 02 Finding carriers
- 03 Checking safety ratings & documentation
- 04 MC & insurance lookup
- 05 Carrier setup
- 06 Setting up a load tender
- 07 Posting loads
- 08 Analyzing market rates & negotiating

SOFTWARE YOU WILL USE





Software access is provided for educational purposes only. It cannot be used for business activities.

COURSE FEE

Online or in person

\$149 CAD

From \$149 CAD

Taken alongside the Dispatching course. Separate certificate on completion.



03 · ACCOUNTING

Billing & Invoicing Course

LECTURES

4

A 2-day course

DURATION

1 week

Live on Zoom

FORMAT

Online

Optional QuickBooks access

WHAT YOU WILL LEARN

- 01 Load confirmation, BOL, invoice & POD explained
- 02 Lumper, waiting, driver-assist & TONU charges
- 03 Adding customers in accounting software
- 04 Making invoices for loads
- 05 Billing brokers & following up on invoices
- 06 Accounts payable
- 07 Paying subcontractors & corporation drivers

SOFTWARE YOU WILL USE



Microsoft Excel

Software access is provided for educational purposes only. It cannot be used for business activities.

COURSE FEE

From \$249 CAD

Online

\$249 CAD

Online + QuickBooks access

\$299 CAD

QuickBooks access covers your share of the subscription, with unlimited practice sessions you can book whenever you like.



04 · COMPLIANCE

Truck Safety & Compliance Course

LECTURES

8

1 to 1¼ hr each

DURATION

2 weeks

Live on Zoom

FORMAT

Online

Recorded sessions included

WHAT YOU WILL LEARN

- 01 Hours of Service & logbooks
- 02 Transportation of Dangerous Goods
- 03 Weights & dimensions
- 04 IFTA, IRP & permits
- 05 Incident investigation & WSIB
- 06 Driver hiring & training
- 07 USDOT / MC / SAFER
- 08 NSC codes, CVOR & abstracts
- 09 Pre- and post-trip inspections
- 10 Managing injuries at the workplace
- 11 Record keeping: vehicle and driver files

COURSE FEE

From \$699 CAD

Online

\$699 CAD

Held over Zoom. Unlimited online training and recorded sessions at no extra cost.



CAREER OUTCOMES · CANADA & USA

Job Findings.

The job titles each course prepares you for, with the TEER level of each role.

DISPATCH & FREIGHT BROKERAGE

ROLE	TEER
Dispatch Supervisor	TEER 2
Head Dispatcher	TEER 2
Dispatch Logistician	TEER 3
Logistics Coordinator	TEER 0
Truck Driver Supervisor (OINP targeted)	TEER 2
Truck Driver Foreman (OINP targeted)	TEER 2
Office Administrator	TEER 0
Tracking & Tracing Coordinator	TEER 0
Customs / Border Clearance Admin	TEER 0

BILLING & INVOICING

ROLE	TEER
Bookkeeper	TEER 2
Accounting Clerk	TEER 2
Junior Accounting Admin	TEER 2
Billing & Invoicing Clerk	TEER 2
Office Admin	TEER 3

TRUCK SAFETY & COMPLIANCE

ROLE	TEER
Safety & Training Coordinator	TEER 3
Safety & Compliance Manager	TEER 0
Compliance Administrator	TEER 0
Safety & Compliance Admin	TEER 0
Truck Driver Supervisor (OINP targeted)	TEER 2
Truck Driver Foreman (OINP targeted)	TEER 2

Roles eligible under NOC for Express Entry / PNP. Experience in these positions improves your chances of PR.

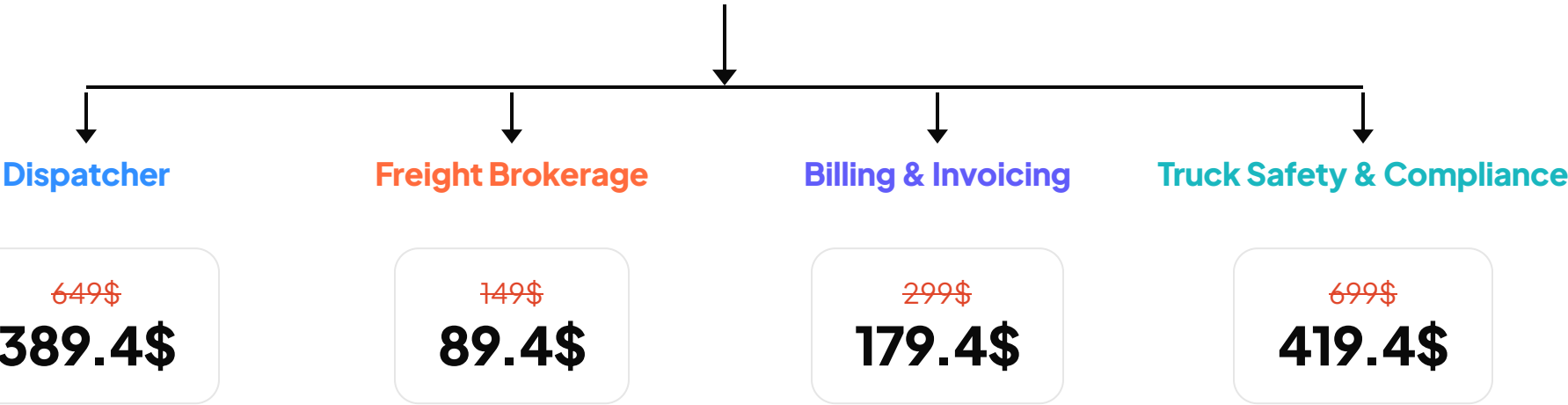
- ✓ Sample resume, free
- ✓ Interview prep material
- ✓ Text us to hear how job assistance works



Limited-time promo · ends this month

Complete Trucking Portal Discount

Save 40% when you enrol in all four courses



Regular Price	
1. Dispatcher	649\$ CAD
2. Freight Brokerage	149\$ CAD
3. Billing & Invoicing	299\$ CAD
4. Truck Safety & Compliance	699\$ CAD
Total	1796\$ CAD

Complete Trucking Portal	
1. Dispatcher	389.4\$ CAD
2. Freight Brokerage	89.4\$ CAD
3. Billing & Invoicing	179.4\$ CAD
4. Truck Safety & Compliance	419.4\$ CAD
Total	1077.6\$ CAD

REGULAR PRICE

1796\$ CAD

→

PORTAL PRICE

1077.6\$ CAD

=

YOU SAVE

718.4\$ CAD

MORE WAYS TO SAVE

15% OFF

Bundle discount: any 3 courses together

10% OFF

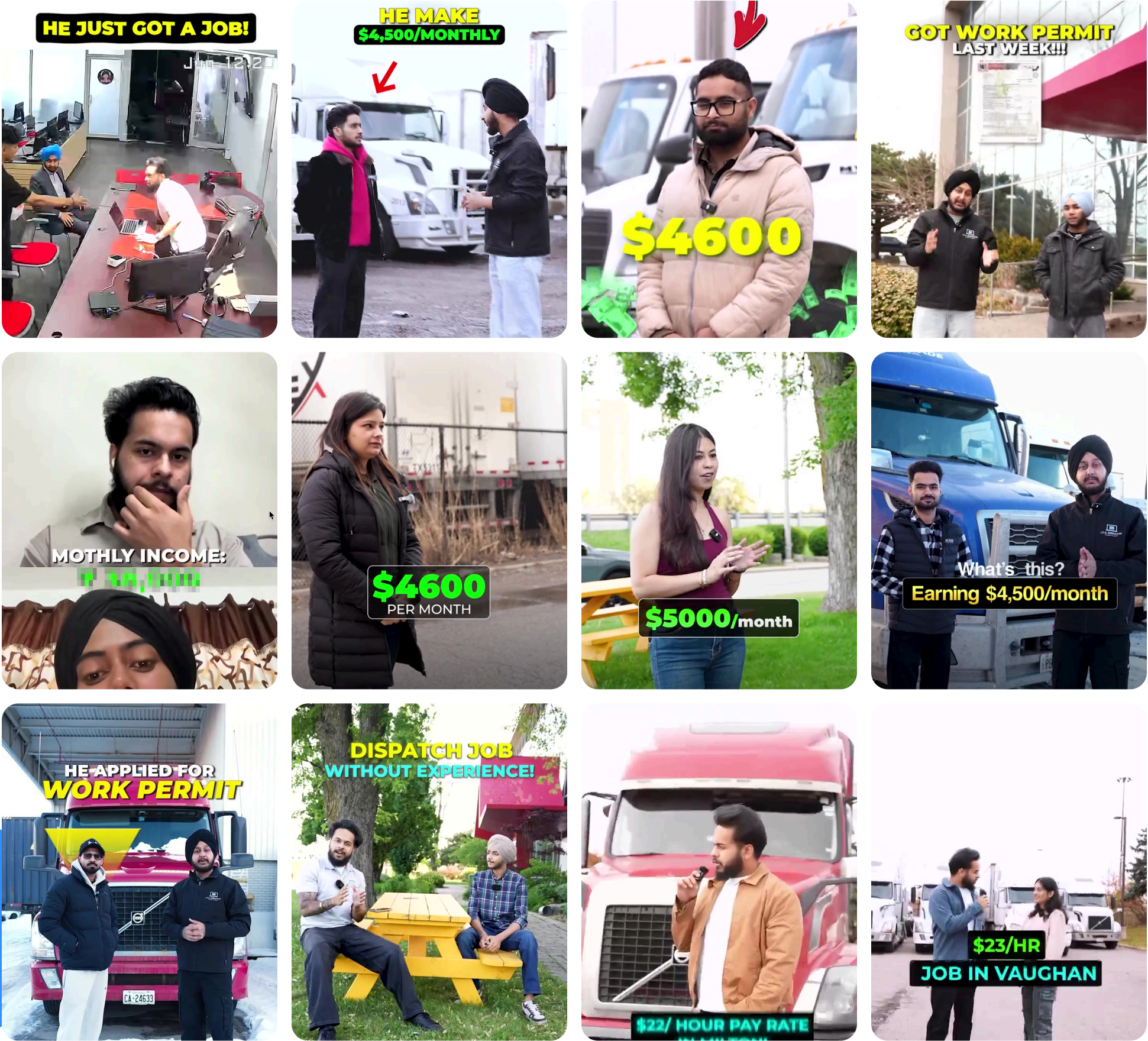
Group discount: 2 friends enrolling together



STUDENT TESTIMONIALS

Real Students. Real Results.

Hundreds of student stories, recorded the day it happened. Jobs landed, loads booked, paycheques earned.



[Click here to watch more testimonials](#)



FLEXIBLE PAYMENT, BUY NOW, PAY LATER

Instalment Options.

OPTION 1 PAY IN 4 WITH KLARNA OR AFTERPAY · CANADIAN CUSTOMERS

Klarna.

4 interest-free payments

Split your course fee into 4 equal, interest-free instalments. Quick approval, pay as you learn.

afterpay ›

Pay in 4, interest free

Choose Afterpay and pay in 4 instalments over 6 weeks.

HOW IT WORKS

- ✓ Available for **Canadian customers**.
- ✓ No credit check, just one photo ID.
- ✓ 4 interest-free instalments of the total.
- ✓ Course access after instalment one.

Please note. Klarna and Afterpay plans carry a **6% processing fee** on the total. Contact us first if you'd like to pay this way. It is a slightly different process from regular checkout.

OPTION 2 PAY IN 2, IN-HOUSE, DIRECT WITH US

Pay in 2

- ✓ Half at registration
- ✓ Half after your third lecture
- ✓ No interest, no fees, no charges
- ✓ No documents required

Klarna and Afterpay are third-party services. Availability, approval and terms are set by the provider. Klarna® and Afterpay® are trademarks of their respective owners.



ON COMPLETION

A Certificate for Each Course.

Finish a course, earn its certificate. Certification cost is included in the fee. Separate certificates for each of the four courses.



Dispatching



Freight Brokerage



Billing & Invoicing



Truck Safety & Compliance

- ✓ Certification cost included in every course fee
- ✓ Lifetime access and unlimited training after certification

The certificates above are samples and carry a SAMPLE watermark. Real certificates are issued in the student's name on completion of each course.



READY WHEN YOU ARE

Build a Career in Trucking Without Driving a Truck.

Online across Canada, India and the USA, or in person in Mississauga. Text us to hear how job assistance works, or to ask about the next batch.

 Toll-free +1 (800) 837-9781

  (0796) 509-2246

 Unit 4, 5484 Tomken Rd, Mississauga, ON L4W 2Z6

 itsdispatch.ca



Scan to watch student testimonials
wins.itsdispatch.ca

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