

Personal Track Safety (PTS) Frequently Asked Questions

PTS Information:

Below are a series of questions and answers to help clarify information about the PTS program and registration. If you do not see your question below, please contact CPGSafetyTraining@metrolinx.com.

What is the PTS Course delivery format?

The PTS course is delivered through an online format, using Microsoft Teams Live Events by rail safety facilitators with a visual experience; participants can choose to participate in interactive polls and ask questions to the facilitators through the Slido application. This makes it just as engaging as being in the classroom!

Please Note: For participants not using slido, during the lunch break a link to the session sign in form will be shared. All participants not using Slido must complete this short form to confirm attendance to the program. Failure to complete this form before the end of lunch will result in the user being marked absent and they will have to retake the program.

I heard the PTS course was going to be a two-day in-class course. Why the change?

The initial intent for the PTS Course was a two-day in-class training program. Due to the current COVID-19 pandemic, changes were made to ensure the safety of our participants. The new one-day live streamed event in conjunction with the pre-work and post-work activities, will cover the same content as the two-day event, but in a more flexible and safe method.

When COVID is over, will this go back to a two-day in-class program?

Based on the success of the current PTS delivery method, at the moment there is no plan to change the method of delivery for PTS.

Will the PTS course be offered on site at company locations?

With the change to online delivery, participants will be able to attend the program at a location that is best for them. The only limitations will be the ability to access the live event and supporting polling software through an internet connection.

Does this course replace the GO-Safe Online Orientation or Contractor Orientation (formerly CMO/CPG Orientation)?

Yes, the PTS course will replace both GO-Safe Online Orientation and Contractor Orientation. During the transition period of the PTS course, both GO-Safe and/or Contractor Orientation training credentials will still be accepted until the cutover date of October 31, 2020.

Does this replace CN or CP Contractor Training?

No, CN and CP set their own minimum requirements for training. This program has not been approved by CN or CP to replace their specific training requirements. If you are on a Metrolinx project on CN or CP territory, you will need both PTS and either CN or CP applicable training.

Does this course replace TWSI?

No, The TWSI is part of the Metrolinx approved CROR qualification required by Rail Protection provider employees.

How long will the training be valid?

The PTS course will be valid for three (3) years.

Is there a cost?

No, the PTS program is being offered at Metrolinx' expense. Participant's time will be covered by their respective employers.

What date is PTS training identification (PTS ID Cards) only accepted on site?

All people looking to access a Metrolinx rail site after October 31, 2020 must have a valid PTS Card.

What technology is required to successfully complete the online component of training?

- Reliable internet access.
- A device to run the Microsoft Teams Live Event. Please note that multiple participants can stream the event from one device.
- If using Slido to participate, a method of running two (2) applications (Microsoft Teams Live Events and Sli.do) simultaneously:
 - 2 monitors,
 - 1 monitor and smart phone, or
 - Split screen with both applications visible

NOTE: If not using Slido, participants will be required to complete a short online survey during the lunch break. They can use the same computer used to stream the event to answer this short survey.

Can I stop the training and resume at a later date?

Once you begin the process and attend the Microsoft Teams Live Event, you will have five (5) days to complete the Final Assessment, which includes: course Evaluation, Post-Work Exercise, Test, and submission of the PTS ID Card Information Form to CPGSafetyTraining@metrolinx.com.

What lead time should I complete the PTS Course before arriving at site?

Due to the change in delivery, Metrolinx recommends you start registration for the PTS course at least three (3) weeks prior to your expected on-site start date. This is to ensure your PTS ID Card has time to arrive in the mail.

How will I know if my company's employees have completed/passed this training?

Metrolinx will send all participants who successfully complete this training an email confirmation "Congratulatory – PTS Completion". Please ask your employee to forward you this confirmation.

I have the required current training; will I have to complete this course?

Yes, while the current training will be accepted until October 31, 2020, all workers must complete the PTS course prior to this date.

What is the minimum class size?

The PTS Course will not run with less than 12 registrants. When a class is cancelled due to low enrollment, those participants that have registered will be contacted and moved to the next available class. This is the only situation where PTS Registration will reenroll participants.

How long is the one-day live event?

The expected run-time for the live event is from 8:30 to 4:00 (0830-1600) EST.

Is the training available in multiple languages?

No, at this time the PTS Course is only delivered in English. If you require accommodations due to language restrictions, please contact CPGSafetyTraining@metrolinx.com to discuss your options.

What happens if I require accommodations?

If accommodations are necessary, please advise PTS Registration at CPGSafetyTraining@metrolinx.com of your requirements in advance of attending the course in order for proper measures to be implemented.

Metrolinx courses are delivered in English (verbal and written). If you are unable to fully participate due to a language barrier, please contact PTS Registration to discuss available options.

PTS Registration:

How do I register for a PTS course?

Registration dates and times are available through the Metrolinx external website. <http://www.metrolinx.com/en/projectsandprograms/constructionanddevelopment/personal-track-safety-program.aspx>

Do I receive a registration confirmation email?

Yes. All course registration confirmation emails are sent out the week prior to the session. The email contains links to supplementary documentation and details for technology logins for the live session. It is vital that you save this email and add the course event to your calendar. Metrolinx will not be issuing calendar invites due to privacy concerns.

Am I notified if I was unsuccessful with registering for a course?

No; however, there are no restrictions or limitations impacting the ability to successfully register for the course date you selected. When you complete the registration process online, you are automatically registered for the course.

You will receive your registration confirmation email the week before the session that contains all the course details.

I have completed my registration request, where is my confirmation email?

Due to the volume of requests, your confirmation email will arrive the week prior to your event.

Can I complete the registration process on behalf of someone else?

Yes. When registering on behalf of someone else, make sure you enter their email address as this is where the registration confirmation email is sent to. If you are using a universal company email address, make sure you forward the registration confirmation information to the specific individuals when received.

Where do I access the supplementary information required for the PTS course?

All supplementary information is located through the Metrolinx external website (<http://www.metrolinx.com/en/projectsandprograms/constructionanddevelopment/personal-track-safety-program.aspx>); In addition, all communications relating to your registration and final assessment will have links to all required information.

How do I change my training date after I have registered for a course?

Registering for another course date is not a problem; however, it is not possible to change dates after registration has been submitted. To register for a new course date, it is required that you complete the online registration process again for the newly selected date. PTS Registration does not switch or register individuals into course sessions.

Can spots be reserved for individuals?

Spots cannot be reserved in advance of completing the full registration process and meeting pre-requisites. Spots are allocated on a first come, first serve basis.

What happens when I complete the PTS Course?

After successfully attending the PTS course Microsoft Live Event, all participants will be sent an email containing the information to complete the Final Assessment. The Final Assessment consists of: course Evaluation, Post-Work Exercise, Test, and submission of a PTS ID Card Information Form.

After successfully completing the Final Assessment requirements, you will be sent a "Congratulatory – PTS Completion" email that you will save for your records as "Proof of Completion". Your PTS ID Card will be sent to you in the mail to the address specified in the PTS ID Card Information Form (it can be a work address or personal address).

We follow strict protection policies for securing personal and confidential information

What is the cut-off time for registering for a course?

Registration cut-off for the course is the **Friday at 3PM (EST) prior to the session**. Registration is on a first come, first serve basis.