



# Job Aid

## Attending PTS Session & Completing Course Evaluation and Competency Test

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# Table of Contents

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Introduction.....	3
Attending the PTS Session.....	3
Completing Course Evaluation (Mandatory) .....	3
Completing Competency Test (Only Available once Course Evaluation is Completed).....	4

# Introduction

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This Job Aid will outline your requirements following attendance of the PTS session and will walk through the process for accessing and completing the course evaluation and the competency test.

## Attending the PTS Session

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**Warning:** It is required that you complete your account profile details and upload a photo that meets specifications immediately before attending the PTS session. Without a photo or details, you will not be able to successfully complete the PTS certification.

To attend your registered PTS session, refer to the information and session details in your **registration confirmation email** or through the **Training Details** for the session.

Once you have successfully attended the session and provided your information in the SurveyMonkey attendance checkpoint (communicated and accessed during the session), your attendance will be validated in the system by the CMS System Administrator.

Attendance validation takes place within one (1) hour from completion of the session, at this point you will be able to access and complete the mandatory course evaluation. This access only becomes available once your information has been captured through the session's attendance checkpoint, and the session has been marked as completed by the CMS System Administrator.

Note: Ensure you enter your information in the attendance checkpoint when communicated in the session; if you do not enter your information, you will not be captured as attended the session. This will result in having to retake the session.

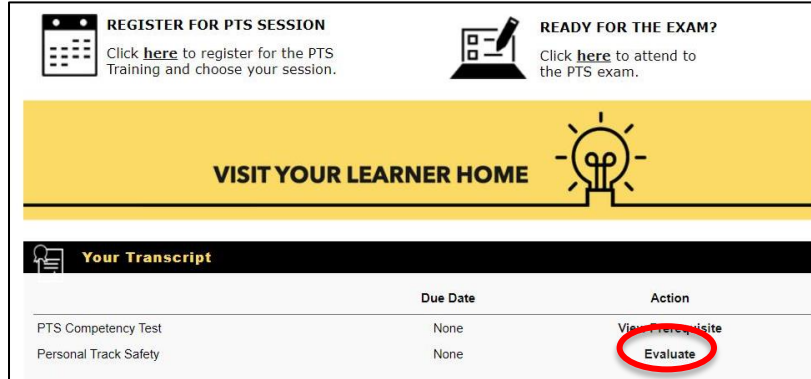
## Completing Course Evaluation (Mandatory)

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In order to access the competency test, it is required that you provide feedback on the PTS course session you just attended. Once you have completed and submitted the evaluation, you will be able to access and launch the competency test.

1. From the **Welcome** page, you can launch the evaluation from the **Your Transcript** section.

2. Click on the **Evaluate** button.



3. Complete and submit the evaluation. All questions are mandatory and require information entered in order to submit it.

Note: Only when you have completed and submitted the evaluation, will you then be able to access and launch the competency test. It may be required that you refresh your CMS screen to update the system and view the launch link.

## Completing Competency Test (Only Available once Course Evaluation is Completed)

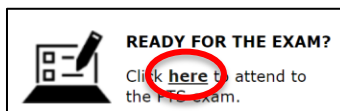
You will not be able to access the competency test until you have completed and submitted the evaluation. If you have not completed the evaluation, the competency test will indicate "Request". This automatically updates to "Launch" once the evaluation is completed.

1. From the **Welcome** page, you can launch the final competency test through different methods:

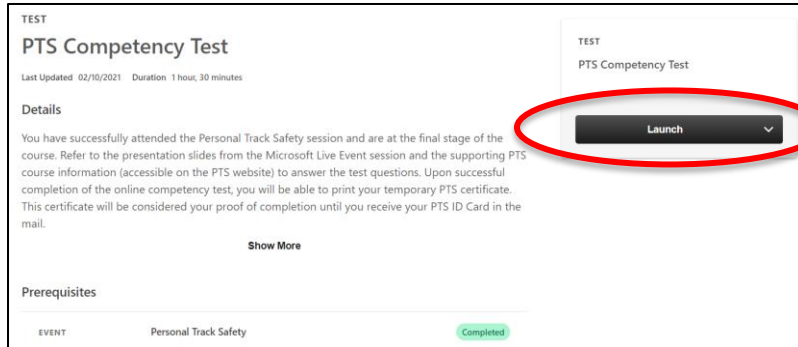
- From the **Your Transcript** section, click on the **Launch Test** link.



- Clicking the **here** link for the **Ready for the Exam?** icon.



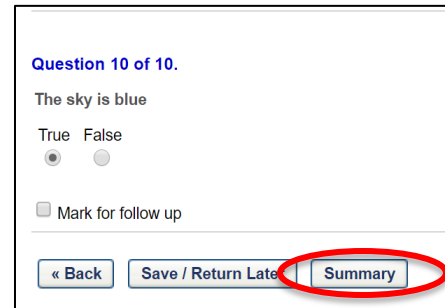
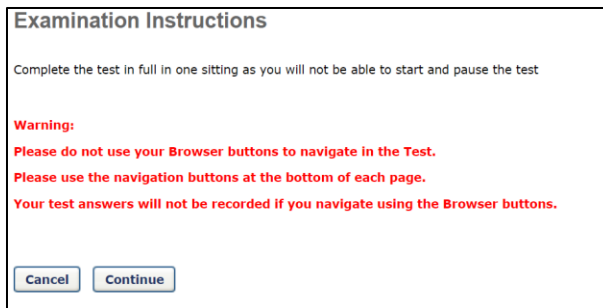
2. The sessions Test screen appear. Launch the test by clicking on the **Launch** button.



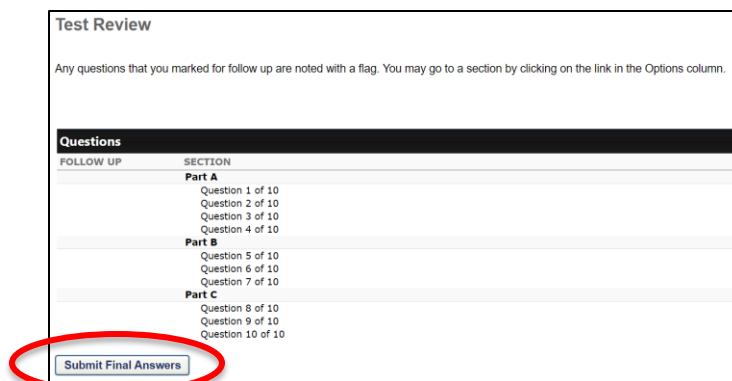
Note: Once you have completed and submitted the PTS evaluation, it may be required that you refresh your CMS screen to update the system and view the Launch Test link and Launch button.

3. The **Examination Instructions** display, and you are now in the test. The test is timed with a time remaining clock in the top right corner and you can save and return later to complete it. If you do not complete the test in the allotted timeframe, it is submitted and scored based on the questions you answered.

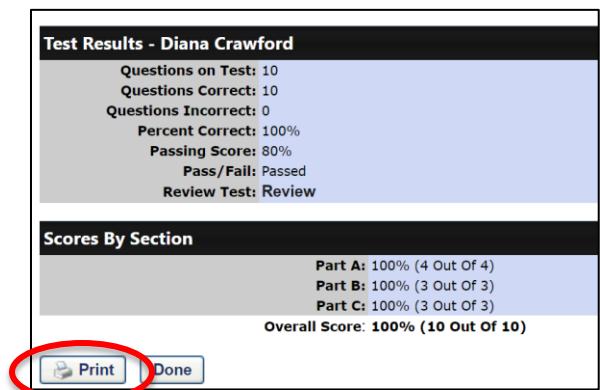
Once you have submitted all your answer for the test, click on the **Summary** button to review your answers. Any questions that you marked for follow up are noted with a flag that you can revisit and answer.



4. To submit your test for completion. Click on the **Submit Final Answers** button.

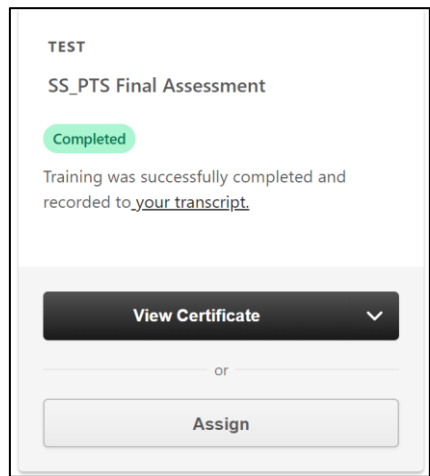


- You automatically receive your test results indicating whether you have passed or failed, and your results are successfully recorded to your transcript. You can print your test results from this screen by clicking on the **Print** button.



Note: The passing grade to successfully pass is 80% (40 out of 50 questions). If you do not pass the test, it is required that you complete the test again. You have three (3) attempts at the test, then it is required that you register for another session and retake the course.

- When you click the **Done** button, it returns you to the main **Test** screen and you will see that for this test it is now marked as completed and you can now access and view your PTS Certificate.



- Since you have successfully completed the course, in the **Welcome** page you will see your completed competency in the **Competence** section with its expiration date.

Competence		
	Due Date	Expiration
Personal Track Safety (PTS) Certification	4/15/2021	2/29/2024