



Job Aid

Request Exemption from PTS Session

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Introduction

This Job Aid will walk you through the process requesting exemption from a PTS session.

This process is intended to allow workers of companies on Metrolinx prequalified Track Protection Services providers list to achieve their PTS ID card by completing the competency test without having to attend the session.

The list of prequalified Track Protection Service providers consists of:

- RailTerm Maintenance Services (10262595 Canada Inc.).
- A & B Rail Services Ltd.
- Cando Rail Services Ltd.
- OWS Railroad Construction & Maintenance Ltd.
- PNR RailWorks Inc.
- The Toronto Terminals Railway Co. Ltd.

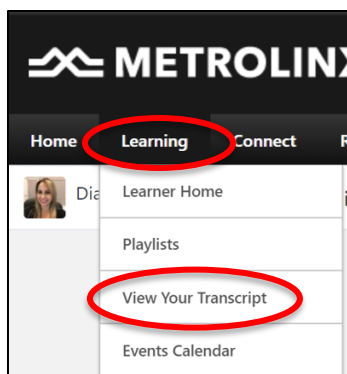
The process will require anyone meeting the above requirements to successfully complete the competency test with a minimum score of 80%.

Please note: The exemption process does not apply to Metrolinx employees that are CROR certified.

Requesting Exemption

To request exemption from the PTS session, it is required that you register for a PTS session in order to view and access the **Request Exemption** link.

1. Once you have successfully registered for a PTS session, hover over the **Learning** tab and select the **View My Transcript** option from the dropdown list.

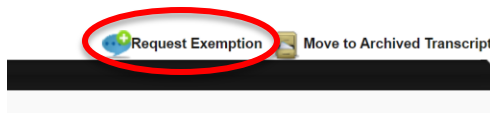


2. In the **Transcript** page, locate the PTS session you are registered for. To access the request exemption option, you can either:

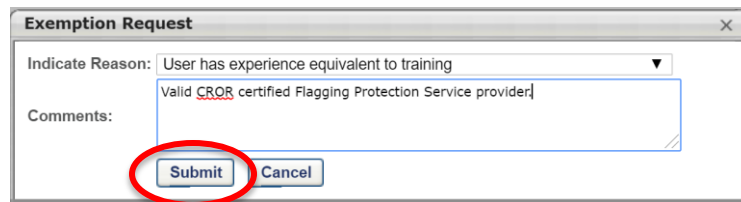
- Click on the dropdown list and select the **Request Exemption** option.



- Click on the **View Training Details** button and click on the **Request Exemption** link.



3. The Exemption Request pop-up box appears. Indicate the reason for exemption by selecting a reason from the **Indicate Reason** dropdown list. Then enter a comment in the **Comments** text box.
4. Click on the **Submit** button.



5. Your exemption request has now been submitted for review and approval.
6. Submit a copy of your valid CROR card/credentials to MXSafetyCompetence@metrolinx.com

Ensure to specify in the email header:
Requesting Exemption from PTS Course Session – Full Name – Company

7. When approved, you will receive an email notification that you are authorized to access and complete the PTS competency test.