

## Individual Training Plan (ITP) Rail Transit Agency (RTA) Track

### Participant's Information

**Enrollment Date:**

**Name**  
**Agency**

**Email Address**  
**Job Title**

### Courses to be Completed

1. SMS Awareness (Online course)
2. SMS Safety Assurance (e-Learning course)
3. SMS Principles for Transit
4. Effectively Managing Transit Emergencies
5. Transit Rail System Safety
6. Transit Rail Incident Investigation

You will have three years from your date of enrollment to complete the courses identified above.

You must complete refresher training every two years after completing the courses specified in your ITP. State Safety Oversight Agencies (SSOAs) will determine refresher training requirements for SSOA personnel and contractors, and Rail Transit Agencies (RTAs) and bus transit agencies will determine refresher training requirements for their personnel and contractors. Refresher training must include, at a minimum, one hour of safety oversight training.

Contractors must complete the refresher training specified by each agency they support.

### How to Register for Courses

Go to the FTA-sponsored Transportation Safety Institute (TSI) website to register for courses.

<https://tsi-dot.csod.com/client/tsi-dot/default.aspx>

You must create an account on the TSI website in order to register for a course. Follow the steps listed below to create a TSI account.

- Go to the USDOT Transportation Safety Institute website
- Select the link 'Public Transportation Safety (FTA)'

This link is located under the "Select your training topic to view course catalog or create a profile" heading in the gray box on the right side of the page.

- Scroll down to the box titled 'Welcome to Transit', and select the "sign up for account"
- Complete the required fields and click 'Log In' at the bottom of the page

To register for a course:

- Log into your TSI account with your email or username and password
- Select 'Search Catalog' to search for and view specific courses
- Click 'Request' to request a seat in the class

Contact TSI at [transit@dot.gov](mailto:transit@dot.gov) or (405) 954-3682 with questions about course registration.