

## **Request for Equivalency Credit for Non-FTA Course/Training**

The Federal Transit Administration's (FTA) Public Transportation Safety Certification Training Program (PTSCTP) final rule (49 C.F.R. Part 672) provides participants with the opportunity to request credit for coursework/training obtained through an entity other than FTA.

*Note: A form must be completed for each course/training for which you are seeking equivalency credit.*

### **STEP 1: COMPLETE THIS REQUEST FORM.**

Fill out each section in full. An incomplete or incorrectly completed form may result in delayed evaluation. The non-FTA course/training must meet or exceed FTA's PTSCTP course objectives and training hours requirements.

### **STEP 2: GATHER THE REQUIRED DOCUMENTATION.**

Official documentation of coursework/training is required for FTA's evaluation of the request for equivalency credit. Required documentation includes:

- Copy of transcript and/or certificate of completion
- Course/training description
- List of course/training objectives

You may include other documentation that would help FTA in evaluating your request. (See section 3.)

### **STEP 3: SUBMIT THE COMPLETED FORM AND REQUIRED DOCUMENTATION.**

Email the completed and signed form and the required documentation to

[FTASafetyPromotion@dot.gov](mailto:FTASafetyPromotion@dot.gov)

FTA will evaluate your request and supporting documentation and will notify you of its decision within 60 days of the receipt of your submission. If your request is denied, you will be provided with an explanation and the recommended next steps.

If you have any questions, please email [FTASafetyPromotion@dot.gov](mailto:FTASafetyPromotion@dot.gov)

**SECTION 1: GENERAL INFORMATION**

Name: (Last, First, Middle Initial)	Job Title
Organization	Address
Email Address	Contact Number

**SECTION 2: COURSE INFORMATION**

Name of Non-FTA Course/Training	Name of Equivalent PTSTCP Course Offered by FTA
Course/Training Completion Date	Final Grade/Score (if applicable)
Organization Offering the Course	Is the Organization Accredited? (Y/N)
Course/Training Hours	Number of Continuing Education Credits (CEC) (if applicable)
Course Objectives	
Please provide a brief statement explaining how the course/training satisfies the applicable PTSTCP requirements.	

**SECTION 3: REQUIRED DOCUMENTATION**

*Check the appropriate documents you are submitting.  
Use "other" to notate other document(s) you are providing for consideration.*

	YES	NO
Course Schedule and/or Outline	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Completion	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Transcript	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 4: SIGNATURE AND ACKNOWLEDGEMENT**

I certify the information I have included on this form is accurate. I understand that I am requesting that the FTA evaluate coursework/training completed through an entity other than FTA to determine whether credit can be provided for an equivalent course/training required by the Public Transportation Safety Certification Training Program.

Requestor's Signature:

Date:

**FOR OFFICE USE ONLY**

Decision:

FTA Reviewer:

Date:

Justification: