



**AMTRAK**  
HR – Employee Development  
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## Contractor Orientation Training Request

This is in response to your request for Amtrak's Contractor Orientation Training. *Note: Our training delivery has changed.* Starting October 1, 2012, Instructor Led classroom training will **no longer be offered** and has been replaced with a computer based training program that is available 24 hours / 7 days per week. Offered at a cost of \$18.00 per person, this training can be completed at [www.amtrakcontractor.com](http://www.amtrakcontractor.com) and requires participants to register on the website before accessing the course. Participants completing this course are required to be able to **Read, Comprehend and Demonstrate in English their understanding of the materials presented, as well as all the safety instructions, briefings and warnings.** Before taking this course, participants will be required to provide a current photo and have the capability of uploading the photo electronically. At the end of this course, participants are required to pass a comprehensive test to receive a temporary certificate that is valid for three weeks. A Photo ID card, which is valid for one calendar year from the date of issue, will be mailed to the participant. Each participant will be given three (3) opportunities to pass the test. If unable to pass on the 3<sup>rd</sup> attempt, the participant will be unable to retake the test for 30 days.

The safety of Amtrak's passengers and all employees working on the property (Amtrak and Contractor personnel) remains our highest priority. For your protection, Amtrak requires that your employees comply with all safety regulations ("Specifications Regarding Safety and Protection of the Railroad Traffic Property").

All contractors must notify the Amtrak Project Manager or Engineer assigned to your project before entering onto railroad property and before coming within twenty-five (25 feet) of the centerline of the track or energized wire. Amtrak's Project Manager or Engineer assigned to your project will assist you with obtaining a temporary "Permit to Enter upon Property" and will arrange for protection if needed. Safety violations will result in the immediate suspension of work within the railroad's property limits.

Thank You

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