

Welcome to CTAA Passenger Safety and Sensitivity (PASS) Basic online program. Read instructions carefully.

1. Go to very top of internet browser and type <https://elearning.ctaa.org/>

2. User must create an account first - On right side, click **red** button "Create Account", enter email address, create a password the **enter trainee name exactly as state ID** CTAA Member ID box (**Leave Blank - Codes Do Not Apply**)

Form fields: Email, Password. Buttons: Log In, Create Account.

3. At bottom click **blue** button "Create Account".



4. On right side, click "Home" button

5. Click "Passenger Assistance Safety and Sensitivity (PASS) PASS Basic Driver Training"

Passenger Assistance Safety and Sensitivity (PASS) Basic Driver Training

*Note: User have a recertification code, click Recertification button
Scroll to designated renewal program and continue registration*

6. Select version, then Click **green** button "Register"

PASS Program - English
PASS BASIC Program
 For new drivers.
 Register More Information

7. Then scroll up and click **blue** button "Complete Registration Now"



6. Your Cart Page, type code in box, click "Apply Discount" (case sensitive) Total "0"
 Total NOT zero, re-enter code **NEVER USE CREDIT CARD/(NO REFUNDS)**;
 NOTE: complete registration does not appear, click **Remove** button on Cart page to begin registration process again at #4.
 Contact CTAA during business hours if code does not provide complimentary access.

Your cart

Product	Actions
PASS BASIC Program	Remove
Discount Code:	Discount Code Apply Discount <small>(Leave blank if you don't know what this is.)</small>

REMEMBER: Create account in order to complete registration

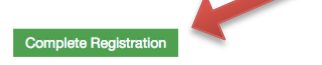
Your registrations are NOT complete until you click "Complete Registration" below.

7. Click **green** button "Complete Registration"

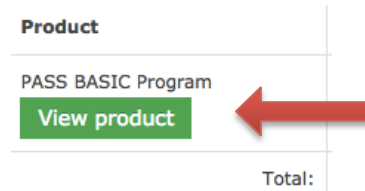
Your cart

Product	Registrant	Original price	Discounts	Final price
PASS BASIC Program	Stephane Smith Remove	\$50	\$50 - promo	\$0
Discount Code:	tB4s7QMZ Apply Discount <small>(Leave blank if you don't know what this is.)</small>			
Total:		\$50	\$50 - promo	\$0

You are registering for the products above as:
Stephane Smith (ctaaexams@gmail.com).
 If you wish to register as someone else,

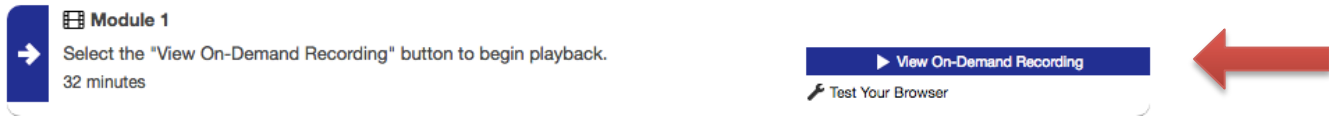


8. On Registration Complete Page click “View Product”,



9. Then click “View On-Demand Recording” to begin

Key: Complete Next Failed Available Locked



VIEW MODULE INSTRUCTIONS:

To view program, click “View Product”. Go to the left hand side of screen and click white play button directly on video screen to watch video. The blue play button will not play the video. If the video screen is black, your adobe flash player is disabled. You must enable your flash player and/or run all plugins. User must watch entire video in order to get to the test. The test will appear shortly after. You cannot fast forward to the test. If user close program before user take a test(pass or fail), the video will start again on the last module visited. Upon completion, trainee can view/print PASS Basic online certificate.

WHEELCHAIR TRAINING

To receive PASS driver certification in wheelchair securement training; trainee will need a certified PASS trainer to administer the wheelchair securement (hands-on) training in person. Trainee must follow-up directly with his/her employer to schedule training. CTAA can provide a list of trainers if one is not available. Email request to include the state you reside in directly to training department at training@ctaa.org. **Hands-on training must be completed within 3 months to avoid certification overlap.**

For additional assistance for contact Stephanie Smith Monday thru Friday from 9:00am-5:00pm (EST)

Community Transportation Association of America (CTAA)
1341 G Street, NW, Suite 215
Washington, DC 20005
passprogramhelpdesk@gmail.com
800-891-0590 x740

Thank you for your order and continued support in CTAA training programs.

GOOD LUCK!