

METRO INSTITUTE

Texas Department of Agriculture

To schedule exams, you must have your existing TDA issued current License/Certification number, TDA Approval number or TDA New Account number.

Customer Registration: Structural, Agricultural and Weights and Measures

Metro Institute maintains a simple-to-use online customer registration and scheduling system available at the company's **Metro Online Services (MOS)** website at

www.metrosignup.com

A new customer needs to do little more than enter a name, phone number and email address to register and get started. Metro will collect additional information to help contact customers when necessary or as required by TDA.

Customers may access the scheduling website twenty-four (24) hours a day, seven (7) days a week.

To access specific exams for scheduling the customer will be required to enter a TDA issued number. This will be an existing **certification number** or **TDA Approval** number.

Anyone can sign up on the Metro website. Metro provides a unique means by which **"Company Representatives"** (e.g., employers, office managers, etc.) may also sign up on the website. Company Reps can then quickly register additional examinees (i.e., fellow employees) under his or her own MOS account and schedule exams on the employee's behalf from a single login. This special feature is specifically designed in response to the needs of the private pest control industry with companies who may have many employees in need of test taking.

Full instructions and helpful hints are provided throughout the entire signup, scheduling, and payment process. Metro provides exam descriptions to help customers make correct exam selections and TDA contact information if the candidate is not sure what exams to take.

Metro publishes an additional website **www.metroinstitute.com** -- here you will find more details including **"Testing Step-by-Step"** instructions explaining the sign up and scheduling process; **"Helpful Testing Skills"** that speaks generally to exam duration, question count, passing scores, and the exam experience; and **"Passed the Test! What Next?"** guidance that informs the candidate what to do after passing the exam as directed by TDA. This information is also provided on the printed score sheet each candidate receives at the conclusion of each exam.

Customers may return to MOS at any time to schedule retakes or schedule additional TDA approved exam categories.

To register and schedule exams visit **www.metrosignup.com**. For assistance call Metro Institute toll-free at 877-533-2900 or **support@metroinstitute.com**

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