Mohawk College Continuing Education
Applying for Exemptions in 5 easy steps
Please note: Pop-ups must be enabled.

***ONLY APPLY FOR COURSES OR HOURS NEEDED FOR PROGRAM REQUIREMENTS***

Step 1: Go to the Mohawk College online Exemption Form
- www.mohawkcollege.ca
- select: MoCoMotion Login (at the right)
- enter your username and password, this brings you to the Mocomotion’s main page
- scroll down to Self Service (right side) and select ‘Access Self Service’
- click on Student/Financial Aid
- select Exemption Menu
- select Exemption Request

Step 2: Complete the Exemption Form
- Choose the subject code for the course for exemption (e.g. LABR, SAFE, etc.)
- Select the course number you want exemption for from the pull down list
- Institution, select ‘other’
- A pop-up window will appear, type your institution such as Workers Health & Safety Center or ODRT, complete required info and click ‘ADD’
- Enter grade : R

Step 3: Submit your request online and print a copy
- Confirm all the information you have entered is correct
- Click submit
- Print off your confirmation, have copies of your supporting documentation ready to go (ex: certificate of completion from the Worker’s Health & Safety Centre, ODRT, CLC or Union)
- Every request must have its own exemption request number.

Step 4: Mail or deliver your copy and supporting documentation to Mohawk College’s Fennell Campus
- Pat MacDonald, Associate Dean, Continuing Education
  Fennell Avenue & West 5th
  P.O. Box 2034
  Hamilton, ON L8N 3T2

Step 5: Check status of your Exemption Request
- Click on Student exemption report under the exemption menu
- If your exemption request has been Approved, an “E” grade will be posted under “view your grades” on Mocomotion
- If your exemption request has been denied, the report will indicate the reason for the denial and give you the name of the person who reviewed your request.

**PLEASE NOTE: YOU MUST SEND IN YOUR SUPPORTING DOCUMENTATION AS NOTED ABOVE FOR YOUR EXEMPTION TO BE APPROVED.**

Congratulations and Good Luck!