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# Record of Training (ROT) Policies and Procedures



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### 1. Introduction

The purpose and intent of this document is to outline the requirements and guidelines for achieving Accreditation and Program Approval(s) for Fuels Record of Training (ROT) Program(s) under Ontario Regulation 215/01. The policies and procedures outlined in this document clarify the conditions under which a training provider/ organization can gain and retain accreditation status.

These policies and procedures are provided for training providers, instructors and/or administrators involved in the delivery of Fuels Record of Training (ROT) Program(s), .

These policies and procedures are subject to enhancement and revision by the Technical Standards and Safety Authority (TSSA) as required. All changes will be communicated to accredited training providers and posted on the TSSA website.

Training providers and instructors shall not deviate from any of these policies and procedures without the prior approval of TSSA.

### 2. Background and Intent

Training providers/organizations are legally required to meet specific standards and conditions in order to be accredited and registered to deliver Fuel Certification Training Program(s) made pursuant to Ontario Regulation 215/01 (Fuel Industry Certificates) and amending regulation Ontario Regulation 441/08 under the *Technical Standards and Safety Act, 2000* (the Act).

Continuous improvements to the processes and prerequisites for training providers/organizations have enabled TSSA to take a further step to ensure that consistent processes and a level playing field are in place across the province to gain accreditation status.

As of December 31, 2008, Ontario Regulation 215/01 – Fuel Industry Certificates was amended under the Act by Ontario Regulation 441/08.

### 3. Accreditation of Certain Training Providers

(1) Training providers who are accredited by the director to provide training for a certificate or record of training required by Ontario Regulation 211/01 (Propane Storage and Handling), made under the Act, are deemed to have their accreditation expire on December 31, 2009.

(2) The director shall not approve or renew the accreditation of a training provider to provide training for a certificate or record of training required by Ontario Regulation 211/01, made under the Act, unless the training provider provides evidence acceptable to the director that the person who will provide the training have subject matter and practical experience in the matters on which they will be providing training.

(3) The accreditation of a training provider to whom this section applies shall be valid for no more than three years.

Training providers/organizations will be required to meet these standards and conditions in order to be accredited and registered with TSSA as authorized under Ontario Regulation 215/01 of the Act to deliver Fuel Certification Training Program(s).



### 4. Accreditation and Program Approval for ROT Programs

#### 4.1 Submission Requirements for Program Accreditation/Re-accreditation

The following items shall be submitted to TSSA, Fuel Safety, Training and Certification Services, by training providers who wish to deliver TSSA accredited ROT programs:

- An Application for Training Provider Accreditation under the Technical Standards and Safety Act. (available at [www.tssa.org](http://www.tssa.org))
- An ROT Instructor Practical Experience Sign-off Document. (available at [www.tssa.org](http://www.tssa.org)) (See “Instructor Qualification”, below for further details.)
- Copies of valid ROT certificates for each instructor (See “Instructor Qualification”, below for further details.)
- Copies of current training materials, manuals, program descriptions, students handouts, tests and program outlines as applicable. (See “The ROT Training Curricula”, below for further details.)
- A template (example) of the ROT cards to be issued to candidates.
- The applicable fee (see the “Application for Training Provider Accreditation”, available at [www.tssa.org](http://www.tssa.org) for the current fee.

Submissions should be sent to:

TSSA, Fuels Safety, Training and Certification  
345 Carlingview Drive  
Toronto, ON  
M9W 6N9

#### 4.2 The ROT Training Curricula

Curriculum requirements for the ROT training programs have been developed by TSSA to meet minimum terminal objectives for safety and skills competency based on the scopes of the ROT certificates, as identified by Ontario Regulation 215/01.

Training Providers are required to meet these curriculum requirements for both theory and practical training.

Course outlines, training manuals, evaluation documents and all other documents submitted by training providers to TSSA, shall be reviewed to determine if they meet the minimum standards outlined by the ROT curriculum for a given ROT classification. Any alteration or deviation of the minimum requirements identified by the ROT curricula must be approved by TSSA in order to be implemented in an accredited ROT training program.

The ROT curricula are available on the TSSA web site at [www.tssa.org](http://www.tssa.org).

Note: If Curriculum is not yet available for a particular ROT classification, a training provider’s material submissions will be evaluated based on the minimum performance objectives outlined in the scope of the ROT classification outlined by Ontario Regulation 215/01 as well as other applicable regulations and industry standards.

#### 4.3 Instructor Qualification

Unless otherwise approved by TSSA, the training provider shall employ an instructor who holds, at a minimum, the same ROT classification as that which is being delivered in the training program and a minimum of 2 years of



experience directly related to the ROT scope. The training provider shall also submit to TSSA, a copy of each instructor's valid ROT card.

In some cases, TSSA may allow an exemption from certain qualifications where conditions warrant (e.g. manufacturer's technical representatives delivering equipment-specific training or a higher level certification).

The training provider shall also keep and maintain a current list of all approved instructors including their addresses, telephone numbers, qualifications, experience, credentials and training duties. The training provider shall provide TSSA with this information within 15 days of employing a new instructor.

Exemption for qualified and approved instructors:

- ROT holders identified as approved and qualified instructors for an accredited training provider are exempt from completing the recertification requirements so long as the instructor has delivered the ROT training program during the last 12-months
- Note:
  - This exemption only applies to instructors who have met the instructor qualification criteria and have been approved by TSSA.
  - If an instructor has not delivered the ROT program once in the previous 12-months, that instructor no longer qualifies for the exemption, and must successfully complete the ROT training program and obtain an ROT, following the regular process as defined by the accredited training provider.

#### 4.4 Fuel Specific Programs

The CH-01, CH-02, CH-SM1 and CH-SM2 may be delivered as fuel specific programs, such as Natural Gas (NG) only, Propane (LP) only, or Fuel Oil only. The type of fuel(s) for which the ROT holder has been trained must be indicated on the ROT wallet card.

##### Teacher/Student Ratio

The teacher/student ratio for theory training shall NOT be more than 25 students per training session. The teacher/student ratio for practical/lab training shall NOT be more than 12 students per instructor.

#### 4.5 Classroom - Theory Training

Theory instruction is an integral part of each program and shall be supported through a proper environment. Audio/visual equipment, flip charts, and other training materials and props such as parts, fittings and tools that assist in the training must be available as required for the specific training programs.

#### 4.6 Practical Training

Due to the large proportion of practical skills development included in the majority of the training modules and curriculum, it is essential that the training facility/location has access to the required equipment. The equipment will vary with the degree of technical expertise required to deliver the training and meet the terminal performance objectives for each module(s).

This will require access to equipment that includes, but may not be limited to:

- cylinders, tanks and components used in various applications such as regulators, valves, fittings, etc.;
- a supply of the fuel(s) to activate the various appliances;
- auto propane/compressed natural gas filling facilities (if applicable);
- tools, meters, pressure gauges, flue gas analyzers as required to connect or disconnect supply systems, troubleshoot and adjust the various types of equipment;
- specific operational equipment such as pumps, heaters etc.; and
- various manual and electronic control systems as required.



### 4.7 Records/Documentation Procedures

Training providers are required to maintain records of each person trained by the organization including the date(s) they were trained, the date of the competency assessment, which program they attended, the name of the instructor and records on the examination and practical skills assessment results.

The training provider shall keep and maintain a record of the names, addresses and telephone numbers of all students enrolled in an approved program/course, the ROT wallet card number issued to each candidate as well as copies of all examinations and transcripts for a minimum period of three years from the student's completion, failure or withdrawal date. Upon request, a copy of these records shall be provided to TSSA.

The training provider shall keep and maintain documented records for a minimum period of three years for each approved program and course. The documented records shall include:

- program/course location;
- program/course schedules and dates; and
- program/course advertisements and promotional material.

In recognition of the exemption for qualified instructors, as outlined in section 4.3 of this policy, the training provider shall maintain documented records for a minimum of three years for each approved instructor, program and course, as follows:

- instructor name
- program/course schedules and dates; and
- listing of students, assessment information and records of examination and practical skills assessment results.

### 4.8 Training Program and Delivery Prerequisites

All of the ROT programs are based on two fundamental elements: theoretical training and practical skills training. Each candidate shall be tested on both of these elements throughout, and/or at the completion of the training program.

The training provider shall notify TSSA in a timely manner if it has evidence or information which indicates that any of its approved programs, courses and examinations do not conform to the requirements of this document or Ontario Regulations. The training provider shall also notify TSSA in a timely manner of any complaint alleging that the curriculum, training materials or training delivery was invalid or misleading.

An Exam invigilator (proctor) must be someone other than the program instructor for ROT programs.

The practical skills assessment is an essential element of the training program and cannot be eliminated or downplayed in the delivery of the training programs.

Practical skills assessments shall be based on the elements that have been designated as essential skills or items of demonstrated knowledge and are reflected in the training curriculum or ROT scope. Essential skills are those identified by industry as critical for an individual to demonstrate in order to be able to perform the work safely.

### 4.9 Training Provider Accreditation Expiry

Ontario Regulation 441/08 specifies that a training provider accreditation expires after three years. The training provider shall submit the ROT program(s) they plan to deliver for re-approval every three years.





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- To assist the training provider to better understand and apply the training requirements.

The audits are focussed on five areas:

- Instructor's technical knowledge and presentation skills;
- Curriculum/Program Delivery Standards;
- Training Equipment and Presentation Aids;
- Examination Protocol and Record Keeping; and
- Practical Training Requirements.

The audit report (inspection report) will outline the suggested or mandatory improvements to the program. Prior to an audit, the procedure and expectations will be communicated to the training provider. However, the audits will be conducted at random times during the training programs as determined by the TSSA Training and Certification Advisor.

ROT training program audits are considered inspection activities and will be subject to the fee schedule posted at [www.tssa.org](http://www.tssa.org).

## 6. Record of Training Listings

### CH-01 (Construction Heater Operator 1):

- A person who is the holder of a CH-01 certificate or the holder of a record of training for the purpose may activate a propane, natural gas or oil-fired construction heater or torch with an input of any Btuh, and connect it to or disconnect it from piping, tubing, a refueling appliance, a container or a natural gas meter.
- *NB. The CH-01 ROT training program may be fuel specific. For example the program may be exclusive to Natural Gas(NG), Propane(LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card.*

### CH-02 (Construction Heater Operator 2):

- A person who is the holder of a CH-02 certificate or the holder of a record of training for the purpose may perform the functions of a CH-01 on a construction heater or torch that has an input of 400,000 Btuh or less.
- *NB. The CH-02 ROT training program may be fuel specific. For example the program may be exclusive to Natural Gas (NG), Propane (LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card*
- *NB. Abridged format available, see below*

### CH-SM1 (Construction Heater Service and Maintenance Technician 1):

- A person who is the holder of a CH-SM1 certificate or the holder of a record of training for the purpose may service a propane, natural gas or oil-fired construction heater or torch with an input of any Btuh.
- *NB. The CH-SM1 ROT training program may be fuel specific. For example, the program may be exclusive to Natural Gas (NG), Propane (LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card.*

### CH-SM2 (Construction Heater Service and Maintenance Technician 2):

- A person who is the holder of a CH-SM2 certificate or the holder of a record of training for the purpose may perform the functions of a CH-SM1 on a construction heater or torch that has an input of 400,000 Btuh or less.
- *NB. The CH-SM2 ROT training program may be fuel specific. For example the program may be exclusive to Natural Gas (NG), Propane (LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card.*

### RE-O (Roofing Equipment Operator):



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- A person who is the holder of an RE-O certificate or the holder of a record of training for the purpose may activate and operate a propane-fired tar pot heater with an input of any Btuh and connect it to or disconnect it from piping, tubing or a container.

### **PPO-1 (Propane Plant Operator 1):**

- A person may perform the following functions if the person is the holder of a PPO-1 certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director:
  - 1. Transfer propane to and from tank cars, cargo liners, tank trucks, filling plants and container refill centres.
  - 2. Fill containers and operate propane transfer equipment in a filling plant or container refill centre.

### **PPO-2 (Propane Plant Operator 2):**

- A person may perform the following functions if the person is the holder of a PPO-2 certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director:
  - 1. Transfer propane to and from tank trucks, filling plants and container refill centres.
  - 2. Fill containers and operate propane transfer equipment in a filling plant or container refill centre.

### **PPO-3 (Propane Plant Operator 3):**

- A person may fill containers, including vehicle tanks, and operate propane transfer equipment in a filling plant or container refill centre if the person is the holder of a PPO-3 certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates the person has taken training acceptable to the director.
- *NB. Abridged format available, see below*

### **PCI (Propane Cylinder Inspector):**

- A person may examine and re-qualify cylinders if the person is the holder of a PCI certificate or is the holder of an equivalent record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director. O. Reg. 215/01, s. 37 (1); O. Reg. 253/08, s. 22.
- In examining cylinders under subsection (1), the person shall follow the procedures described in the regulation (“Standards for Visual Inspection of Compressed Gas Cylinders”) under the Transportation of Dangerous Goods Act (Canada). O. Reg. 215/01, s. 37 (2).

### **PTO (Propane Truck Operator):**

- (1) A person may perform the following functions if the person is the holder of a PTO certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director:
  - Operate a propane tank truck or a vehicle that tows a cargo liner.
  - Operate propane handling equipment in order to transfer propane to and from tank trucks, cargo liners, filling plants and container refill centres.
  - Fill containers on the premises of end-users.
  - Reactivate an existing customer’s equipment in accordance with the manufacturer’s lighting instructions in the event of loss of fuel supply.
  - A person referred to in subsection (1) shall not perform initial activation of a new appliance or a newly converted appliance.
- *NB. Abridged format available, see below*



### 7. Abridged Certificates

In response to the needs of industry, TSSA has made an allowance for Record of Training Courses CH-02, PPO-3, and PTO to be delivered in an abridged format, if desired, under the sub-categories listed below. The intent of this change is to allow for shortened and more focused instructional time for industry specific training. Training providers may apply to TSSA for approval to offer the following ROT sub-categories to their clients.

Upon TSSA approval, the **CH-02 & CH-01** Record of Training program and card designation may now be divided into the following sub-categories:

- **CH-02-C & CH-01-C** (Construction Heat ONLY)
- **CH-02-T & CH-01 T** (Torch ONLY)

The full version of the CH-02 & CH-01 is still available and is not altered in any way. An ROT Training Provider, may apply to TSSA to be accredited to offer these abridged courses and to issue an ROT card as a CH-02-C, CH-01-C, CH-02-T or a CH-01-T, depending on the needs of their client.

Upon TSSA approval the **PPO-3 ROT**, may be offered under the following sub-categories:

- **PPO-3-C** (Cylinder fill ONLY)
- **PPO-3-A** (Auto fill ONLY)

The full version of the PPO-3 is still available and is not altered in any way. An ROT Training Provider, accredited by TSSA, has the option to deliver an approved program and to issue an ROT card as a full PPO-3, PPO-3-C or a PPO-3-A depending on the needs of the client.

Upon TSSA approval, the **PTO** Record of Training program and card designation may now be divided into the following sub-categories:

- **PTO-C** (Cargo Liners ONLY)

The full version of the PTO is still available and is not altered in any way. A ROT Training Provider, accredited by TSSA, has the option to deliver an approved program and to issue an ROT card as a full PTO or a PTO-C depending on the needs of the client.

#### 7.1 ROT Cards for Abridged Programs

Training Providers shall list the correct ROT category or sub-category on the ROT cards that they issue.