

Gas Technician/Oil Burner Technician Policies and Procedures



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1. Background

This policy describes and sets out policies and procedures related to the Gas Technician and Oil Burner Technician Certification Program administered by the Technical Standards and Safety Authority (“TSSA”).

The Gas Technician and Oil Burner Technician Policies and Procedures has been developed in consultation with the Fuels Industry Training and Certification Advisory Board (the “TCAB”) operating under the authority of the Director under the *Technical Standards and Safety Act, 2000* (the “Act”). The qualifications and training herein are established under section 32(1) of the Act.

The Policies and Procedures has been established to provide a set of reference points and guidelines to Gas Technician and Oil Burner Technicians, Accredited Training Providers, Contractors and the industry in general.

Accredited Training Providers shall follow the Policies and Procedures and must have their programs recognized and accredited by TSSA, not alter the policies herein.

Training Providers not alter any of the Policies and Procedures set out in this document without the knowledge and prior written approval of the TSSA.

The Policies and Procedures contained herein are subject to revision and enhancement as and when required.

2. Certification Categories and Scopes

The following certification categories are made in *Ontario Regulation 215/01, Fuels Industry Certificates* (the “Regulation”).

1. A gas technician 1 (a “G.1 certificate”).
2. A gas technician 2 (a “G.2 certificate”).
3. A gas technician 3 (a “G.3 certificate”).
4. A gas piping fitter (a “GP certificate”).
5. A liquid propane fitter (an “LP certificate”).
6. An internal combustion alternate fuel technician (an “ICE certificate”).
7. An internal combustion alternate fuel technician-industrial equipment (an “ICE-IE certificate”).
8. A domestic appliance technician (a “DA certificate”).
9. A recreational vehicles technician 1 (an “RV.1 certificate”).
10. A recreational vehicles technician 2 (an “RV.2 certificate”).
11. An industrial maintenance technician (an “IMT certificate”).
12. A gas pipeline inspector (a “GPI certificate”).
13. A refuelling station installer-natural gas (a “RSI-NG certificate”).
14. A refuelling station service technician-natural gas (a “RST-NG certificate”).
15. An oil burner technician 1 (an “OBT-1 certificate”).
16. An oil burner technician 2 (an “OBT-2 certificate”).
17. An oil burner technician 3 (an “OBT-3 certificate”).



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18. A fuel oil pipeline inspector (an “OPI certificate”).
19. An oil pipe fitter (an “OP certificate”).
20. A crop dryer technician (a “CDT certificate”).
21. An oil burner activation technician (an “OBAT certificate”).
22. A hydrogen fuel technician (an “H2 certificate”).
23. A gas utility technician 1 (a “GUT-1 certificate”).
24. A gas utility technician 2 (a “GUT-2 certificate”).

More information on the detailed scope of the certification categories is available in the Regulation.

3. Certification – Rights, Privileges and Obligations

1. Once certified, Gas Technician and Oil Burner Technicians receive and are entitled to the following:
 - a. An application for renewal before the date of expiration on the certificate, which expires on the second anniversary of the holder’s date of birth after the certificate has been issued.
 - b. The right to use of the phrase “TSSA Certified” in any advertising and promotion materials, but only where such use is specifically associated with the scope of the certificate. This does not include the right to reproduce or use the TSSA logo in any fashion.
 - c. Access to the Code Adoption Document, Director’s Orders, Interpretation Bulletins, Advisory Bulletins, Practical Skills/Experience Sign-Off Documents, Curriculum Documents (including future revisions and/or enhancements), etc., which will be available online at www.tssa.org.
 - d. Access to media releases, TSSA sponsored information sessions and the *Exchange Safety Blog*.
2. Gas Technician and Oil Burner Technicians are obligated to:
 - a. Only perform duties under the scope of their certificate.
 - b. Notify the TSSA within 30 days after any change in his or her address.
 - i. TSSA is not responsible for misdirected notices or renewals resulting from the certificate holders failure to update his or her address.
 - c. Comply with the TSS Act and its Regulations.

4. Curriculum

The Gas Technician and Oil Burner Technician Training Curricula as developed by the joint TSSA and industry training and certification task forces (1996, updated 2002) have been adopted as the minimum standard for the training and certification of the said occupations in the Province of Ontario.

The estimated times for each individual certificate program are contained in the curricula developed for both the Gas Technician program and the Oil Burner Technician program. Requests for variations to the required hours must be outlined & submitted to Training and Certification Services, TSSA for approval.

All accredited Training Providers and organizations will use only the curriculum approved by the TSSA, as amended.



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The approved curriculum forms the basis for the development of all lesson plans, training materials, testing standards and criteria.

Providers of training for Gas Technician and Oil Burner Technician programs must be accredited by and registered with the TSSA. All training programs must be accredited by the TSSA.

Applications for a certificate of qualification received from Training Providers not accredited by the TSSA will not be processed.

5. Examination/Evaluation

An examination candidate (a “candidate”) is encouraged to review the **TSSA Certification Examination Preparation Guide**, available at www.tssa.org, for detailed information on the examination process, scheduling, examination disability accommodation requests, ‘what to expect on the examination day’, prohibited and non-prohibited materials, etc.

When applying for or writing an examination, a candidate should be aware of the following:

1. Program participants will be required to complete a written/theoretical, certification examination at the conclusion of each certificate level.
2. Ontario Regulation 215/01, Section 5 stipulates that an individual who fails a certification examination on three attempts is required to take an accredited training program, before they can be permitted to retake the examination.
 - a. An ‘accredited program’ refers to a full program, accredited by TSSA, which includes both theory and practical training. ‘Challenge’ or ‘pre-exam’ courses are not accredited programs. An individual may not challenge a certificate after failing the examination for that same certificate.
3. A candidate will be evaluated on the practical skills demonstrated throughout their training (if applicable). Practical evaluation may be applied through either hands-on, written and/or combination of a written and oral examination as agreed to by the Training Provider and the TSSA. However, the majority of all practical evaluation shall be in the form of hands on demonstration of skills using equipment appropriate to the skills being tested
4. Second and third attempts at the practical evaluation for certification requirements may be requested from TSSA Training and Certification Services if the opportunity to do so is not made available through the Training Provider.
 - a. If a Training Provider allows a second or third attempt at the practical component of the evaluation for a certificate, after the candidate’s course information has been submitted to TSSA, the Training Provider must submit an Application for Certification for each attempt with the new practical evaluation score and the applicable application fee.

6. Certificate Requirements

1. In order to obtain a certificate of qualification (a “certificate”) from the TSSA as a Gas Technician or Oil Burner Technician, described in *Section 2: Certification Categories and Scopes*, the mandatory requirements of this section apply, as follows:



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- a. successfully complete a training program including examination and practical components delivered through an Accredited Training Provider by scoring at least 75% in each respective curriculum module;
 - b. score at least 75% or higher on the TSSA certification examination(s);
 - c. receive a score of 75% or higher on the practical evaluation in the applicable modules within the training program;
 - d. conditions prescribed in items 1 b) and c) above must be achieved within one year of program completion (1 a) in order to receive the applicable certificate(s). Failure to meet these requirements within one year of program completion will necessitate re-application;
 - i. Note: This does not apply to certificate 'challenge' programs. In the case of a certificate challenge, the twelve-month validity time frame begins on the date of the challenge approval letter, issued by TSSA. In the case of a G.3 or OBT-3 challenge, where no approval letter is required, the twelve-month validity time frame begins on the date the candidate successfully completes ('passes') the TSSA theory examination.
 - e. maintain a minimum of 80% attendance record throughout the training program;
 - f. Failure to meet any of the requirements may necessitate that the candidate re-write the appropriate examination(s), have their practical skills evaluated by TSSA, or recompletion of an accredited training program.
2. A candidate for a Gas Technician 1 (G.1) certificate must have, as prerequisites:
- a. Successfully completed all required training modules;
 - b. Successfully have passed the G.1 examination;
 - c. Has maintained a valid Gas Technician 2 (G.2) certificate of qualification; and
 - d. Written confirmation of work experience detailing two years (4000 hours) of field experience as a G.2, of which at least 500 hours¹ must be on systems with an input in excess of 400,000 Btuh under the direct supervision of a G.1 certificate holder; or,
 - e. If the candidate holds a valid TSSA certificate that allows them to work on equipment unsupervised that have inputs greater than 400,000 BTUs, written confirmation of work experience detailing two years (4,000 hours) of field experience as a G.2, of which at least 500 hours must be on systems with an input in excess of 400,000 Btuh².
3. A candidate for an Oil Burner Technician 1 (OBT-1) must have as prerequisites:
- a. a valid Oil Burner Technician 2 (OBT-2) certificate of qualification;
 - b. written confirmation of work experience detailing two years or 4,000 hours of field experience as an OBT-2, of which at least 500 hours must be experience with systems that have an input in excess of 7 US Gallons per hour under the direct supervision of an OBT-1 certificate holder;
 - c. A TSSA approved training program deemed equivalent to the required 500 hour field experience requirement may be used in lieu of the stipulated 500 hours;

¹ A TSSA accredited/approved training program deemed equivalent to the required 500-hour field experience requirement may be used in lieu of the stipulated 500 hours.

² Candidates for a certificate whose experience is limited to only one (1) type of equipment with inputs greater than 400,000 BTUs, a certificate may be issued with restrictions and conditions. This only applies for candidates who have completed the requirements set out in section 6.1 (a – f).



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d. successful completion of the required modules of training and examination(s).

Challenging the examination(s) is an option, only if the applicant holds the OBT-2 and has the required experience (3 b).

4. A candidate for an OBT-2 must have a valid Oil Burner Technician 3 (OBT-3) certificate.
5. Candidates for a Domestic Appliance Technician (DA), Gas Piping Fitter (GP), and G.2 must have completed the Gas Technician 3 (G.3) program and be in possession of a valid G.3 certificate.
6. Candidates for an LP endorsement:
 - a. In addition to the requirements set out in Ontario Regulation 215/01 section 11, that an applicant for an LP certificate shall be the holder of a G.1, G.2, GP or IMT certificate, the applicant shall also have documented proof of 80 hours of work experience on liquid propane systems under the direct supervision of an LP certificate holder;
 - b. Note: A candidate for the LP endorsement must be certified as a G.1, G.2, GP or IMT, prior to working under the supervision of an LP certificate holder, in order to acquire the required 80 hours of field experience.
7. Candidates for a Recreational Vehicle 1 (RV.1) certificate must hold a Recreational Vehicle 2 (RV.2) certificate and have documented proof of experience as outlined in Regulation 215/01.
8. Candidates for certification as an Industrial Maintenance Technician (IMT, IMT-E (Electrical) or IMT-M (Mechanical)) must complete a TSSA registered customized training program as outlined in the *IMT Certification Policies & Procedures* document available at www.tssa.org.
9. Candidates for certification for a refuelling station installer-natural gas (a "RSI-NG certificate") must hold a valid G1 or G2 certificate.
10. Candidates for certification for a refuelling station service technician-natural gas (a "RST-NG certificate") must hold a valid G3 certificate.
11. Candidates for certification for an internal combustion alternate fuel technician (an "ICE certificate") at the time of applying, shall be the holder of a certificate of qualification issued under the *Ontario College of Trades and Apprenticeship Act, 2009* that is not suspended and that authorizes the person to carry out work as an agricultural equipment technician, an automotive service technician, a fuel and electrical systems technician, a heavy duty equipment technician or a truck and coach technician
12. Candidates for certification for an oil pipe fitter (an "OP certificate") must hold a valid GP certificate of gas technician certificate that allows the holder to conduct the work of a GP certificate holder.

Certificates will be issued by the TSSA upon receipt of:

- a. the prescribed fee;



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- b. a signed declaration/application completed by the training organization stating that the candidate has met all of the certification requirements;
- c. a data sheet which contains information pertaining to the candidate as required by the TSSA;
- d. a signed confirmation of work experience detailing the required field experience as applicable for the G.1, OBT-1 and LP certificates.

7. Challenge Process

A candidate for certification may opt to seek exemption from attending programmed modules of training by challenging the examination(s) for a certificate. Challenge examinations will be based upon theoretical and practical knowledge. The questions for challenge examinations will be drawn from a weighted database. Upon successful completion of the challenge exam a challenge candidate is required to complete a practical skills assessment conducted by a TSSA Training and Certification Advisor.

A Training and Certification Advisor will arrange a practical skills assessment utilizing the assessment techniques developed by Training and Certification Services. The assessment is based on the standards for practical skills identified in the approved curriculum. Both theoretical and practical components must be successfully completed in order for a certificate of qualification to be issued.

An individual wishing to obtain certification via the challenge process may be required to obtain pre-requisite certificates in order to proceed, if applicable to the certificate level being challenged. In order to challenge the examination(s) for any of the certificates of qualification issued under *Regulation 215/01* of the *Technical Standards & Safety Act, 2000*, the following are required:

1. An individual who is not certified in any category or has never possessed a certificate of qualification may:
 - a. challenge the G.3 and/or the OBT-3 examination only;
 - b. arrange with the TSSA Training and Certification Services for a practical evaluation;
 - c. a candidate must complete the challenge process (examination and practical assessment) within one year of successful completion of the written examination.
2. An individual holding a G.3 or an OBT-3 may challenge another certificate which follows the G.3 or OBT-3 in the hierarchy of certificates, without undergoing a full training program only if:
 - a. in case of a G.2 (or DA) or an OBT-2 certificate, two years (4000 hours) of work experience has been accumulated as a G.3 or OBT-3 from the date the certificate was issued. Prior, uncertified field experience will not be recognized or considered valid towards certification requirements;
 - b. in case of a GP certificate, 6-months (1000 hours) of work experience has been accumulated as a G.3;
 - c. work experience referred to above is fully documented and verified by the supervising certificate holder and the employer;



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- d. the candidate completes the challenge process within one year of the date of approval.
3. A person may attempt to challenge the G.1 examinations only if:
 - a. the individual holds a valid G.2 certificate;
 - b. the individual can provide documentation detailing two years (4000 hours) of accumulated experience as a G.2, of which a minimum of 500 hours are on systems larger than 400,000 Btuh under direct supervision. The name, certificate number and signature of the supervising certificate holder must be provided;
 - c. candidates will have one year to complete the challenge process from the date of approval.
4. A person may attempt to challenge the OBT-1 examinations only if:
 - a. the individual holds a valid OBT-2 certificate;
 - b. the individual can provide documentation detailing two years (4000 hours) of accumulated experience as an OBT-2, of which a minimum of 500 hours are on systems larger than 7 U.S. gallons per hour under direct supervision. The name, certificate number and signature of the supervising certificate holder must be provided;
 - c. candidates will have one year to complete the challenge process from the date of approval.

Note:

- Ontario Regulation 215/01, Section 5 stipulates that an individual who fails a certification examination on three attempts is required to take an accredited training program. An individual cannot challenge a certificate after failing the examination for that same certificate.
- Prior to submitting your request to challenge the OBT-3, OBT-2, OBT-1, please consider the following. Please ensure the site has been selected and confirmed prior to entering into the challenge process.
 - The applicant shall be responsible for providing a site to accommodate the practical assessment, and that meets the following minimum requirements. In most cases, written permission will be requested by the TSSA Training and Certification Advisor, prior to scheduling the practical assessment.
 - OBT3 & OBT2: one (1) fuel oil burning appliance, with an input not greater than 7 U.S. gallons per hour, shall be installed and operational (storage tank, fuel oil line, appliance, venting, etc.)
 - OBT1: one (1) fuel oil burning appliance, with an input greater than 7 U.S. gallons per hour, shall be installed and operational (storage tank, fuel oil line, appliance, venting, etc.)

8. Renewals

The renewal of a Gas Technician or Oil Burner Technician certificate is as follows; the requirements are so reflected in Ontario Regulation 215/01:

- a. Renewals are 2-years in duration, as prescribed in the Regulation.
- b. A certificate holder (any class) that fails to renew their certificate by the time specified on a



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renewal notice issued by TSSA, will have their certificate placed in suspension for a period of 12 months or until the requirements have been met within the 12 months.

- c. Suspended certificates will be terminated for non-compliance after the 12-month period has lapsed and the certificate holder must formally reinstate their certificate, by following the Reinstatement Process, outlined below.
- d. Gas Technician or Oil Burner Technician shall not perform work within the scope of a certification category with a suspended or terminated certificate of qualification.

9. Reinstatement Process

The reinstatement process applies to individuals whose certificates have been cancelled. A cancellation of a certificate occurs when an individual fails to renew their certificate after it has been expired for twelve months.

Individuals with cancelled certificates who have remained actively working in the fuels industry, in contravention of the regulations, who wish to apply for reinstatement, must provide detailed documentation proving continuous work experience. This documentation should include letters from previous and current employer(s), equipment/appliance specifications, descriptions of the nature of the work (i.e. installation, service, maintenance, engineering, etc.), copies of certificates from completed training programs and, if self employed, a client reference list that includes names and addresses. This information must be included with the application for reinstatement and submitted to TSSA for processing.

Based on the review of this information a Training and Certification Advisor may:

- a. deny the request for reinstatement. In such a case the individual would be required to begin the process of certification from the lowest level of certification (i.e. G.3 or OBT-3). In this case with the permission of the Director, a reinstatement applicant may challenge the next higher level of certificate (i.e. G.2 or OBT-2) immediately, upon completion of the requirements for the G.3 or OBT-3 respectively;
- b. approve the reinstatement request with:
 - i. application fees only
 - ii. application fee and theoretical exam
 - iii. application fee and practical assessment
 - iv. application fee, theoretical exam, and practical assessment (in this case the theoretical exam would have to be successfully completed prior to the scheduling of a practical assessment with a Training and Certification Advisor).

Also refer to Reinstatement Certificate Assessment policy available at www.tssa.org.

10. Upgrades

Certificate holders will be able to upgrade their certificates from one category to another if the following conditions have been met:



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- a. the additional required training modules for the certificate being applied for have been successfully completed;
- b. a passing grade of 75% was achieved on the theoretical training and TSSA certification exam;
- c. a passing grade of 75% was achieved on the practical evaluations for each applicable module of training;
- d. the additional requirements for the G.1 and the OBT-1 are met;
- e. the applicant submits a completed application, transcripts, signed declarations, a copy of their current certificate and the appropriate fee to TSSA.

11. Remote/Online Training

Due to the inherent risks associated with the industry, training by means of online or remote instruction must be specifically approved by TSSA in the training provider's application for accreditation. Training providers wishing to offer already-accredited content online/remotely must reapply for accreditation.

Applications for accreditation of remote/online training must meet the following prerequisites:

1. The program is taught "live" and not in a "pre-recorded" format;
2. Two-way voice or text communication between instructors and students is enabled and practiced;
3. Two-way video communication between instructors and students is enabled;
4. All training sessions must be recorded in their entirety, and produced to TSSA upon request;
5. Stringent measures are implemented by the training provider and instructor to ensure monitoring of student engagement and attendance; and,
6. Distance Learning/Education (i.e. instruction by correspondence or otherwise by static or pre-recorded media) will not be accepted.

Training programs developed for remote/online training should be structured to include practical, hands-on training with an instructor in a workshop setting or through an industry partner. The industry partner must be identified and the materials submitted to Training and Certification Services, TSSA prior to acceptance.

Note: remote/online training program students have the same certification requirements as those attending classes.

12. Proof of Experience/Declaration

A written confirmation of work experience, provided by the applicant, will be required in a number of instances:

- a. applicants applying for G.1, OBT-1 or LP certificates;
- b. holders of certificates that have not renewed and have had their certification status suspended or cancelled.

13. Exemption



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An individual holding a certificate of qualification as a Class 1, 2 or 3 Operating Engineer would not be required to attend the training program(s) for the G.3 nor be required to challenge the G.3 examination in order to be able to proceed to the next level of permanent certification (i.e. G.2, OBT-2, DA, and GP).

This exemption, however, does not mean that the Class 1, 2 or 3 Operating Engineer will receive a G.3 certificate of qualification or that they may perform functions within the scope of a G.3. The exemption is solely from the requirement to undergo the training modules at the G.3 level so that the person may either immediately enter the G.2 training program or proceed directly to the G.2 challenge exam process.

Ontario Regulation 215/01, Sect 55(4): allows an exemption for Operating Engineers that only applies to work that is within the scope of the person's certificate as an Operating Engineer on equipment that is located at a registered plant at which the person is employed.

14. Out of Country Applicants

1. Out of Country applicants who have completed recognized training programs in their home jurisdiction are to be referred to Training and Certification Services, where:
 - a. the training programs in the home jurisdiction will be evaluated. The applicant will be required to submit a request in writing, enclose official transcripts and proof of successful completion and/or certificates from their home jurisdiction and include a Confirmation of Qualification from the certifying body in their home jurisdiction;
 - b. experience requirements will be evaluated. The applicant will be required to submit letters from past and/or present employers detailing the length and type of experience and skills that have been accumulated.
2. Based on the results of the evaluation of the material and documents submitted, Out of Country applicants may:
 - a. be required to complete and submit a confirmation of work experience/skills passport; and/or;
 - b. be required to successfully complete a theoretical exam, and/or practical assessment for the type of certificate being applied for, or;
 - c. be deemed to hold the equivalent training and to have met the experience requirements for the applicable type of certificate. In this case Training and Certification Services will issue the equivalent Ontario endorsement.

15. Scope of Certification

All technicians are required to work within the scope of the certificate/endorsement type they hold. For the specific wording and details relating to the scope of the various certificates of qualification and Records of Training please refer to the *Fuels Industry Certificates and Authorizations Regulation 215/01* under the *Technical Standards and Safety Act 2000*.



16. Record of Training (ROT) Accreditation, Expiry Dates and Renewal Procedures

Please refer to the *Record of Training Policy* document found at www.tssa.org.

17. Industrial Maintenance Technician

For details on the IMT assessment process and certification requirements please review the *IMT Policies & Procedures* document found at www.tssa.org.

All IMT Training Programs and certificate requirements must be approved in advance by Training and Certification Services, TSSA.

18. Accreditation of Training Providers

1. Training Providers will be required to meet specific standards and conditions in order to be accredited and registered with TSSA as authorized under O. Regulation 215/01 of the Technical Standards & Safety Act, 2000 to deliver Fuel certification training program(s). This includes, (where applicable), Proof of Registration with the Ministry of Training, Colleges and Universities (MTCU), Private Career College's (PCC's) branch.
2. Training Provider Status with TSSA will be cancelled if a training provider has not delivered training within the previous 2 years. Accreditation status can be reinstated through a new application process.
3. Applications or declarations for certification submitted on behalf of students by an organization not accredited as a Training Provider will not be accepted. Training providers shall not represent themselves as training providers or offer to provide the services of a training provider unless and until they have been formally accredited by TSSA for those activities.
4. The criteria/conditions for acceptance of a Training Provider are as follows:

a. Laboratory/Workshop Requirements for 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 have 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 set out for the training module(s). This will require access to equipment that includes, but may not be limited to:

- i. cylinders, tanks and components used in various applications such as regulators, valves, meters, fittings, etc.;
- ii. a supply of the fuel(s) to activate the various appliances;
- iii. auto propane/compressed natural gas and filling facility (if applicable);



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- iv. tools, meters, pressure gauges, flue gas analysers as required to connect or disconnect supply systems, troubleshoot and adjust the various types of equipment;
- v. specific operational equipment such as furnaces, water heaters, boilers, fireplaces, ranges, dryers ... etc. as required for instruction and to provide a broad range of hands on experience;
- vi. various manual and electronic control systems as required.

The lab facility may be on-site or at a site convenient for use by the Training Provider (e.g. on the site of an industry partner, the physical plant, etc.). Each site must be pre-approved for use by TSSA and will necessitate a field visit.

b. Program Outline

For the purpose of accreditation or renewal of accreditation, training providers shall submit program outlines for each TSSA accredited program they wish to deliver. The outline must indicate program delivery hours for theory training and practical training.

c. Practical Evaluation

Although training providers may incorporate co-op training within their programs, practical evaluation towards certification must be conducted by the training providers' TSSA approved instructors. Therefore, although, co-op hours may, if approved, be counted towards the required practical training hours of a given program, the evaluation of skills required by the class of certificate must be conducted by approved instructors.

d. Instructor Qualification

The Training Provider wishing to deliver fuel certification programs will employ qualified instructors. Instructors delivering modules of training that have a technical content (e.g. electrical, flame safeguard controls, controls ... etc.) shall be certified/recognized in their occupation or trade and be able to demonstrate their knowledge of the subject matter(s) by submitting letters detailing a minimum of five years experience.

e. Instructor Information

The Training Provider will provide the names of their instructors and/or sub-contractors. The information will include: residential address and phone number, photocopy of trade / occupational certificates; training delivery experience, fuel industry experience and any other information deemed pertinent to the delivery of the program. This information shall be provided to TSSA prior to commencement of training.

f. Instructor/Student Ratio

It is recommended the teacher/student ratio for theory training be no more than 20 students per instructor.

It is recommended the teacher/student ratio for the practical/lab training be no more than 12 students per instructor.



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g. Classroom - Theory Training

Theory instruction is an integral part of each program and should be supported through a proper environment. Note that the examinations are based in large part upon the theoretical training.

Texts, audio/visual equipment, flip charts, 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 modules.

h. Curriculum

The Training Provider will be required to satisfactorily deliver the standardized training curriculum approved by the TSSA. The established curriculum will be provided to Training Providers by TSSA. There will be no deviation from these criteria unless specifically agreed to by Training and Certification Services, TSSA.

i. Examination Standards

The training provider will be required to apply the examination and evaluation standards based on the approved training curriculum and standardized examination banks. Training providers who are not formally accredited by TSSA for a classification outlined in the applicable regulation are not permitted to offer services of an accredited training provider, including the administration of written or practical examinations.

j. Records/Documentation Procedures

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, as well as keep 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 this record shall be provided to TSSA.

As per the agreement signed by the training provider in the Policy and Procedures for TSSA Exam Administration and Invigilation, under no circumstances will an instructor invigilate an examination.

Documented security procedures and protocol will be applied to ensure the confidentiality of the examination question bank and the access to the examinations. An accredited training provider not observing the security and confidentiality provisions may be subject to loss of accreditation.

Accredited training Providers who are approved for a program outlined in the application regulation, and who administer examinations are required to submit Applications for Certificates of Qualification along with each candidate's grades. Failing grades must also be included with the submissions.

5. An inspection of the facility and interviews with the instructors is required in order to accredit a Training Provider. This inspection will be arranged through TSSA and an inspection fee will apply.
6. To ensure consistency and quality of the training programs accredited by TSSA, Training Providers will be audited by the TSSA on 3-year cycle. Additional audits may be performed at the discretion of the TSSA.



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7. It is the responsibility of an Accredited Training Provider to inform TSSA of any changes to an accredited program. These changes would include but are not limited to: new instructors, significant lab revisions, a change in course offerings, new training manuals as well as changes to contact information.



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19. Required Modules for Gas Technician Certification

Classification	Module Requirements	Suggested Program Hours	Total Cumulative Hours
Gas Technician 3 (G.3)	1, 2, 3, 4, 5, 6, 7, 8, 9	180	180
Gas Pipe Fitter (GP)	G.3 (modules 1 – 9) plus modules 10, 15, 22	55	235
Domestic Appliance (DA) Technician	G.3 (modules 1 – 9) plus modules 11, 12, 13, 14, 15, 16	240	420
Gas Technician 2 (G.2)	G.3 (modules 1 – 9) plus modules 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24	480	660
Gas Technician I (G.1)	G.3 (modules 1 – 9), G.2 (modules 10 – 24), plus modules 26, 27, 28, 29, 30 and 31	140	800
Liquid Propane Fitter (LP)	Must have one of the following certificates: Gas Pipe Fitter (GP), Gas Tech 2 (G.2), Gas Tech. 1 (G.1), plus module 25	32	32
Industrial Maintenance Technician (IMT, IMT-E (Electrical) or IMT-M (Mechanical))	Industrial Maintenance Technician Certification is site specific. Training requirements & guideline hours are set after an Equipment assessment and prior learning assessment on Technicians has been conducted by TSSA	To Be Determined	To Be Determined
Internal Combustion Alternate Fuel Technician	Successfully completed accredited training program, should also include components of modules 1, 3, 4, 6	Variable	Variable

20. Required Modules for Oil Burner Technician Certification

Classification	Module Requirements	Suggested Program Hours	Total Cumulative Hours
Oil Burner Technician 3 (OBT-3)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13	200	200
Oil Burner Technician 2 (OBT-2)	OBT-3 (modules 1 - 13) plus modules 14, 15, 16, 17, 18, 19, 20, 21, 22, 23	240	440
Oil Burner Technician 1 (OBT-1)	OBT-3 (modules 1 - 13), OBT-2 (modules 14 – 23) plus approved OBT-1 training materials	80	520



21. Gas Technician Certification Training Modules

1. Protect Self and Others
2. Fasteners, Hand Tools and Power Tools
3. Properties, Characteristics, Safe Handling of Propane and Natural Gas
4. Installation Codes, Acts and Regulations
5. Introduction to Electricity
6. Technical Manuals, Specifications, Schematics, Drawings and Graphs
7. Customer Relations
8. Introduction to Piping and Tubing Systems
9. Introduction to Gas Appliances
10. Advanced Piping and Tubing Systems
11. Basic Electricity
12. Controls (Mechanical and Electronic)
13. Building as a System
14. Domestic and Non-Vented Appliances
15. Gas Meters, Pressure Regulators and Relief Valves
16. Domestic Gas Fired Refrigerators
17. Conversion Burner
18. Water Heaters, Combo Systems, Potable Water Heating Systems
19. Forced Warm Air Heating Systems
20. Hydronic Heating Systems
21. Space Heating and Decorative Appliances
22. Venting Practices
23. Forced Air Add-On Devices
24. Air Handling Systems
25. Liquid Propane*
26. Flame Safeguard Controls
27. Commercial and Industrial Appliances
28. Gas Fired Air Conditioning and Refrigeration
29. Gas Technician I - Electricity
30. Gas Technician I - Controls
31. Valve Train
32. Vehicle Refuelling Appliances (VRA)

*Module 25 for Liquid Propane (LP) requires a separate program submission and Training Provider accreditation process, it is not part of the G.2 or G.1 standard program.



22. Oil Burner Technician Certification Training Modules

1. Protect Self/Others, Safe Handling of Hand & Power Tools
2. Installation Codes, Acts & Regulations
3. Basic Electricity
4. Technical Manuals, Specifications, Schematics, Drawings, Graphs
5. Theory of Combustion
6. Fundamentals of Controls
7. Customer Relations
8. Piping & Tubing Systems
9. Fuel Oil Storage and Delivery Systems
10. Introduction to Water Heaters, Forced Warm-Air Heating Systems
11. Burner Types and Oil Burner Nozzles
12. Chimneys, Drafts and Combustion Efficiency
13. Annual Servicing
14. Building as a System
15. Venting Systems
16. Electricity
17. Conversion Burners
18. Water Heaters, Combo Systems, Potable Water Heating Systems
19. Forced Warm-Air Heating Systems
20. Hydronic Heating Systems
21. Forced-Air Add-On Devices
22. Air Handling System
23. Flame Safeguard Controls

23. Fee Schedule

CERTIFICATION AND OTHER FEES ¹	
Certification	
Ontario certificate of qualification ² (biennial)	\$115.00
Other	
Practical Skills Assessment (approximately 3 hours) Note: this is a service generally provided for the individual who is requesting to be re-instated and wishes to challenge the qualifying examination and the practical evaluation. The practical skills assessment is conducted with the Training and Certification Advisor.	\$170.63/hour
Out of Province Assessment	\$385.63
Reinstatement Certificate Assessment	\$385.63
Examination & Re-Writes ³	\$190.00
Challenge Examination & Re-Writes	\$215.00
Invigilation ⁴	\$632.80



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CERTIFICATION AND OTHER FEES¹

Licensing, Registration and Certification notes:

- 1 Licensing, registration, certification and examination fees are non-refundable. Registration fees are billed annually. Examination fees are payable for all examinations and re-writes taken by the applicant, regardless of whether the outcome is a pass or a failure. An exam re-writes counts as a separate examination and will be billed accordingly.
- 2 Certificate holders certified as multi-certificate holders under O. Reg. 215/01 are subject to one renewal fee for all endorsements. Certificate renewals are valid for two years and non-refundable.
- 3 Where an examination candidate cancels, does not attend the examination, or attempts to re-schedule a confirmed examination within 10 business days, the fee (certification and examination fees) submitted will be forfeited and a new application and payment must be submitted to TSSA.
- 4 Invigilation fees will be billed on a per invigilator per exam basis. As a result, multiple invigilation fees may be applied for one sitting if two or more examinations are administered simultaneously or two or more invigilators are required to properly administer the examination (i.e. a large number of students and/or multiple rooms are involved). Should a customer request on-site invigilation, the TSSA will determine how many invigilators are required based on the specifics of the customer request. On-site invigilation fees are charged specifically for the service of on-site invigilation, and do not replace or subsidize the regular examination fees that are charged on a per-student basis. A ratio of 25 students to 1 invigilator is required (25:1), in an instance where there are 60 or more candidates, it is mandatory a TSSA invigilator be scheduled.