

GUIDELINES FOR ELEVATING DEVICES MECHANICS, Form No. ED 09162

Proof of Experience - Mandatory Information Requirement:

- a) Applicants for any class of certificate outlined above are required to submit, along with the application, a letter(s) from past and present employers, written on company letterhead and signed by an officer of the company, stating the exact dates of employment and giving detailed descriptions of the type of work performed. Only if a letter(s) is/are not available from the employer, a letter from a union local containing the **same information** would be acceptable.
- b) The detailed description of the type of work performed, i.e. installation, maintenance, service... etc., and the type(s) of elevating devices worked on during the qualifying period will be outlined in the accompanying "Sign-Off Documentation".

Out-of-Province Applicants

Please note that out-of-province applicants may be required to first write the qualifying examination and pass a practical skills evaluation.

Examination:

Applicants must have successfully passed the provincial (or equivalent) examination for the relevant class of certificate with a minimum of 70%. A notice of completion provided by an accredited training and/or examining organization must accompany the application.


Applicants must have attended the full safety training workshops related to the elevating device industry. A certificate of completion must accompany the application.

Checklist:

In order for this application to be complete, please review the following:

- Did you complete the application form in full?
- Have you enclosed your transcripts for courses completed towards the applicable certificate?
- Have you enclosed the certificate of completion of the applicable provincial examination for certification?
- Have you enclosed the letter(s) from your past and present employer(s) and/or union local?
- Have you enclosed the certificate of completion for the required safety training?
(if taken separately from the full training curriculum)
- Have you enclosed the application fee made payable to the Technical Standards and Safety Authority (TSSA)?



	Technical Standards and Safety Authority	345 Carlingview Drive Toronto, Ontario M9W 6N9	COMPLETE FOR CREDIT CARD PAYMENTS
Please print and fax back this completed form to Examination Services at 416.231.4903.			
Charge my credit card: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD		Amount of Payment \$ _____	
Card #		Expiry Date	Month Year
In payment of _____		Client ID No. _____	
Name of Card Holder _____ <small style="margin-left: 100px;">First Name</small> <small>Last Name</small>		Client Tel. No. _____	
Signature of Card Holder _____		Date _____	