

**2020 Technical Standards and Safety Authority and  
Ministry of Labour, Training, Skills and Development  
Examination Schedule**



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# 2020 Technical Standards and Safety Authority and Ministry of Labour, Training, Skills and Development Examination Schedule

## Preface:

The following sets out and identifies the 2020 Technical Standards and Safety Authority (“TSSA”) and Ministry of Labour, Training, Skills and Development (“MLTSD”) examination schedule.

### 1. Examination Procedures:

- a) Examination dates are subject to change/cancellation without notice. Examination candidates are required to confirm the status of their examination no later than 10 business days prior to the scheduled examination date.
- b) On the day of the examination, candidates must produce at least one piece of acceptable government issued photo identification (i.e. drivers licence, passport, provincial identification card). The examination administrator or invigilator reserves the right to withhold an examination if a candidate fails to produce the same, the examination candidate is therefore subject to the *cancellation* requirements outlined in 4(a).
- c) Examination candidates are required to review and understand the examination procedures, as defined on the applicable examination application form.
- d) Examination security will be strictly enforced. The examination administrator or invigilator reserves the right to revoke an examination at any time if the examination candidate is found to be in violation of the TSSA examination or MLTSD procedures. The examination candidate will be subject to further investigation, which may result in the revocation of an authorization or restrictions may be applied to all future examinations.
- e) Examination candidates are expected to follow the approved procedures of the examination centre or MLTSD office. The administrator or invigilator reserves the right to permit food, beverages, washroom breaks, etc. during an examination.
  - o Exceptions are considered and reviewed on a case by case basis; however, must be requested by the examination candidate at the time of scheduling, a minimum of 10 business days prior to the scheduled examination date.

### 2. Scheduling an Examination:

- a) Examination candidates are encouraged to review the examination schedule, which is updated daily to confirm availability before submitting an examination application. Examinations are booked on a first-come, first-serve basis. Examination seats will not be held.
- b) Examination candidates are strongly encouraged to submit a completed examination application via email to: [certandexams@tssa.org](mailto:certandexams@tssa.org), a minimum of 10 business days prior to the scheduled examination date. Examination applications can also be submitted via fax to [416.231.4903](tel:416.231.4903).
- c) Candidates are solely responsible for confirming the examination date, time and location by contacting TSSA Customer Services at [1-877-682-8772](tel:1-877-682-8772), or via email to: [certandexams@tssa.org](mailto:certandexams@tssa.org).

### 3. Re-scheduling Examinations

- a) Examination candidates are permitted to re-schedule or cancel an examination one (1) single time after their examination has been scheduled. To meet this requirement, the examination candidate must notify TSSA in writing via email to: [certandexams@tssa.org](mailto:certandexams@tssa.org), a minimum of 10 business days prior to the scheduled examination date.

### 4. Cancellation:

- a) Where a candidate cancels or attempts to re-schedule a confirmed examination date within 10 business days, the examination fee submitted will be forfeited and a new application and payment must be submitted in accordance with *Section 2: Examination Scheduling*.



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## Hub City Examination Locations

The resumption of in-person examinations will have a phased approach to ensure the health and safety of examination candidates, invigilators and TSSA team members.

For the initial phase of examinations, two hub cities have been established for TSSA examinations, based on geography and accessibility of venues with spaces that can accommodate social distancing. Toronto and Burlington will act as the first hub cities for in-person examinations, with locations nearby to the Ministry of Labour, Training and Skills Development (“MLTSD”) examination centres, TSSA head office and major highways. Future phases and information on a return to examinations at the MLTSD examination centres will be published when more details are available.

### Burlington

- Burlington Convention Centre
- Address: 1120 Burloak Dr, Burlington, ON L7L 6P8
- Morning (AM) sitting: 8:30 a.m.
- Afternoon (PM) sitting: 1:30 p.m.

### Toronto

- Holiday Inn Toronto International Airport
- Address: 970 Dixon Rd, Toronto, ON M9W 1J9
- Morning (AM) sitting: 8:30 a.m.
- Afternoon (PM) sitting: 1:30 p.m.

## Technical Standards and Safety Authority and Ministry of Labour, Training, Skills and Development (“MLTSD”) Examination Locations

Important note: all examination centres are currently closed due to the COVID-19 pandemic. When more information is available on reopening and a return to service at the MLTSD locations, an update will be provided.

Location Name	Address	Examination Day(s)	Exam Start Time(s)	Additional Information
BARRIE	55 CEDAR POINTE DR SUITE 609 BARRIE, ON L4N 5R7	Wednesday	8:45 AM	
BELLEVILLE	135 NORTH FRONT ST BELLEVILLE, ON K8P 3B6	Wednesday	9:30 AM	Candidates are to arrive no later than 8:45 A.M
BRANTFORD	505 PARK RD N SUITE 201 BRANTFORD, ON N3R 7K8	Wednesday	9:00 AM	
CORNWALL	132 SECOND ST E 2nd FLOOR, SUITE 202 CORNWALL, ON K6H 1Y4	Wednesday	9:00 AM	
HAMILTON	119 KING ST W 8 <sup>th</sup> FLOOR HAMILTON, ON L8P 4Y7	Thursday	9:00 AM	Candidates must arrive no later than 8:40 A.M. Located in the Ontario Ellen Fairclough building
KENORA	227 1/2 SECOND ST S KENORA, ON P9N 1G1	Wednesday	10:00 AM	Candidates must arrive no later than 9:45 A.M. *No Parking Available*



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KINGSTON	299 CONCESSION ST SUITE 201 KINGSTON, ON K7K 2B9	Wednesday	9:00 AM	Candidates are to arrive no later than 8:30 A.M. Free visitor parking available. If full, please ask exam invigilator for alternate parking.
KITCHENER	4275 KING ST E SUITE 200, 2 <sup>ND</sup> FLOOR KITCHENER, ON N2P 2E9	Thursday	9:00 AM	Candidates are to arrive no later than 8:30 A.M.
LONDON	1200 COMMISSIONER'S RD E UNIT 72 LONDON, ON N5Z 4R3	Thursday	9:15 AM	Candidates are to arrive no later than 8:45 A.M.
MISSISSAUGA	10 KINGSBRIDGE GARDEN CIR SUITE 404 MISSISSAUGA, ON L5R 3K6	Wednesday	8:30 AM	Located in the Emerald Centre
NORTH BAY	200 1 <sup>ST</sup> AVE W NORTH BAY, ON P1B 3B9	Wednesday	9:30 AM	
OSHAWA	78 RICHMOND STREET, OSHAWA ON, L1G 1E1	Friday	10:00 AM	Note: Fuels (FS), Elevating Devices (ED), Amusement Devices (AD) & Ski (SKI) examination candidates must arrive no later than 8:30 A.M. for the MLTSD office to check their code books. Operating Engineer (OE) examination candidates must arrive no later than 9:30 A.M.
OTTAWA	347 PRESTON ST 3 <sup>RD</sup> FLOOR, SUITE 310 OTTAWA, ON K1H 8K7	Thursday	8:30 AM	Located in the Ontario Government Building
OWEN SOUND	1450 - 1ST AVE W OWEN SOUND, ON N4K 6W2	Tuesday	9:00 AM	
PEMBROKE	615 PEMBROKE ST E PEMBROKE, ON K8A 3L7	Thursday	8:30 AM	
PETERBOROUGH	901 LANSDOWNE ST W PETERBOROUGH, ON K9J 1Z5	Wednesday	9:00 AM	
SARNIA	150 CHRISTINA ST BAYSIDE MALL SARNIA, ON N7T 7W5	Wednesday Thursday	8:30 AM 12:30 PM	The 1 <sup>st</sup> Thursday of the month is a PM exam, marked in grey
SAULT STE. MARIE	477 QUEEN ST E 4 <sup>TH</sup> FL SAULT STE. MARIE, ON P6A 1Z5	Tuesday	9:00 AM	Located in the Queen Centre Building
ST. CATHARINES	301 ST. PAUL ST 10 <sup>TH</sup> FLOOR ST. CATHARINES, ON L2R 7R4	Thursday	9:00 AM	
SUDBURY	159 CEDAR ST SUITE 506 SUDBURY, ON P3E 6A5	Wednesday	8:45 OR 9:15 AM	
THUNDER BAY	103-189 RED RIVER RD 1 <sup>ST</sup> FLOOR THUNDER BAY, ON P7B 1A2	Wednesday	1:00 PM	
TIMMINS	5520 HWY 101 EAST TIMMINS, ON P0N 1H0	Wednesday	9:00 AM	Located in the Ontario Government Complex *Last Wednesday of every month*
WINDSOR	3155 HOWARD AVE SUITE 200 WINDSOR, ON N8X 4Y8	Tuesday	8:45 AM 12:45 PM	PM examinations are marked in grey



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**Examination Locations, Dates and Availability\*:**

\* Examination availability will be updated daily; an examination sitting is considered closed when the 'available seats' column is marked with '0'.

All examination dates/locations are subject to cancellation due to COVID-19.

Examination Centre	SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Exam Date	Available Seats	Exam Date	Available Seats	Exam Date	Available Seats	Exam Date	Available Seats
	Hub City - Toronto AM (8:30 a.m.)	1-Sep	0	7-Oct	22	-	-	-
14-Sep		0	21-Oct	45	-	-	-	-
15-Sep		44	-	-	-	-	-	-
21-Sep		40	-	-	-	-	-	-
22-Sep		0	-	-	-	-	-	-
-		-	-	-	-	-	-	-
-		-	-	-	-	-	-	-
Hub City - Toronto PM (1:30 p.m.)	1-Sep	0	7-Oct	28	-	-	-	-
	14-Sep	0	21-Oct	35	-	-	-	-
	15-Sep	0	-	-	-	-	-	-
	21-Sep	0	-	-	-	-	-	-
	22-Sep	0	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Hub City - Burlington AM (8:30 a.m.)	2-Sep	0	-	-	-	-	-	-
	3-Sep	0	-	-	-	-	-	-
	10-Sep	34	-	-	-	-	-	-
	16-Sep	0	-	-	-	-	-	-
	17-Sep	0	-	-	-	-	-	-
	23-Sep	0	-	-	-	-	-	-
Hub City - Burlington PM (1:30 p.m.)	2-Sep	1	-	-	-	-	-	-
	3-Sep	0	-	-	-	-	-	-
	10-Sep	22	-	-	-	-	-	-
	16-Sep	0	-	-	-	-	-	-
	17-Sep	0	-	-	-	-	-	-
	23-Sep	0	-	-	-	-	-	-



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MLTSD Examination Centres	EXAMINATION CENTRE	SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
		Exam Date	Available Seats	Exam Date	Available Seats	Exam Date	Available Seats	Exam Date	Available Seats
		BARRIE	10-Sep	0	1-Oct	4	5-Nov	1	3-Dec
BELLEVILLE	24-Sep	0	2-Oct	0	19-Nov	0			
	28-Sep	1	8-Oct	0					
	29-Sep	4	22-Oct	0					
	30-Sep	3							
BRANTFORD	22-Sep	0	20-Oct	3A2	17-Nov	0	15-Dec	0	
CORNWALL	10-Sep	0	1-Oct	2	3-Nov	2	3-Dec	2	
	24-Sep	0	15-Oct	1	12-Nov	0	-	-	
	-	-	20-Oct	2	17-Nov	2	-	-	
	-	-	29-Oct	0	26-Nov	2	-	-	
HAMILTON	9-Sep	0	7-Oct	2	4-Nov	5	2-Dec	5	
KENORA	16-Sep	0	14-Oct	1	18-Nov	1	9-Dec	4	
KINGSTON	-	-	21-Oct	5	25-Nov	2	16-Dec	3	
	-	-	28-Oct	5					
	3-Sep	0	8-Oct	0	5-Nov	0	3-Dec	0	
KITCHENER	10-Sep	0	15-Oct	1	12-Nov	0	9-Dec	0	
LONDON	17-Sep	0	22-Oct	0	19-Nov	0	10-Dec	0	
MISSISSAUGA	24-Sep	0	29-Oct	0	26-Nov	0	17-Dec	0	
NORTH BAY	-	-	-	-	-	-	-	-	
	22-Sep	1	20-Oct	0	17-Nov	2	22-Dec	4	
OSHAWA	29-Sep	0	27-Oct	2	24-Nov	3	29-Dec	4	
OTTAWA	17-Sep	0	15-Oct	0	19-Nov	3	17-Dec	10	
	16-Sep	5	7-Oct	1	4-Nov	5	2-Dec	5	
	23-Sep	0	14-Oct	5	18-Nov	2	-	-	
	30-Sep	0	21-Oct	0	25-Nov	2	-	-	
	-	-	28-Oct	1	-	-	-	-	
OWEN SOUND	16-Sep	0	21-Oct	0	18-Nov	0	16-Dec	0	
PEMBROKE	30-Sep	0	14-Oct	3	4-Nov	6	16-Dec	6	
	-	-	21-Oct	0	18-Nov	2			
	8-Sep	0	13-Oct	0	10-Nov	0	8-Dec	0	
	15-Sep	0	20-Oct	0	17-Nov	0	15-Dec	0	
PETERBOROUGH	10-Sep	0	1-Oct	4	5-Nov	1	3-Dec	1	
	24-Sep	0	2-Oct	0	19-Nov	0			
	28-Sep	1	8-Oct	0					
	29-Sep	4	22-Oct	0					
	30-Sep	3							
SARNIA	22-Sep	0	20-Oct	3A2	17-Nov	0	15-Dec	0	
	10-Sep	0	1-Oct	2	3-Nov	2	3-Dec	2	



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		24-Sep	0	15-Oct	1	12-Nov	0	-	-
		-	-	20-Oct	2	17-Nov	2	-	-
		-	-	29-Oct	0	26-Nov	2	-	-
	SAULT STE. MARIE	9-Sep	0	7-Oct	2	4-Nov	5	2-Dec	5
	ST. CATHARINES	16-Sep	0	14-Oct	1	18-Nov	1	9-Dec	4
	SUDBURY	-	-	21-Oct	5	25-Nov	2	16-Dec	3
		-	-	28-Oct	5				
		3-Sep	0	8-Oct	0	5-Nov	0	3-Dec	0
		10-Sep	0	15-Oct	1	12-Nov	0	9-Dec	0
	THUNDER BAY	17-Sep	0	22-Oct	0	19-Nov	0	10-Dec	0
	TIMMINS	24-Sep	0	29-Oct	0	26-Nov	0	17-Dec	0
		-	-	-	-	-	-	-	-
	WINDSOR	22-Sep	1	20-Oct	0	17-Nov	2	22-Dec	4
		29-Sep	0	27-Oct	2	24-Nov	3	29-Dec	4