



“Non-Apprentice” Skills Passport for Elevating Devices Mechanics

As outlined in Ontario Regulation 222/01, and the Elevating Device Mechanic Policies & Procedures Document, available at www.tssa.org, Elevating Device Mechanics (“EDM’s”) or Mechanics-In-Training (“EDM-T”) are required to maintain a Practical Skills/Experience Sign-Off Document (Skills Passport) that accurately reflects their experience and training.

The “Non-Apprentice Apprenticeship Training Standard Log Book” was created in consultation with the Ontario College of Trades for use by EDM’s who have completed their apprenticeship with the Ministry of Training, Colleges and Universities, or who hold an EDM-T and are seeking a means to document the skills they have gained in the elevating devices industry.

To obtain a “Non-Apprentice” Skills Passport, applicants are requested to follow the steps outlined below:

- 1) Download and complete an [Application for a Non-Apprentice Skills Passport](#)
- 2) Submit the completed application to Certification and Examination Services via: certandexams@tssa.org

Please note the following as it relates to the “Non-Apprentice” Skills Passport:

- Note: Applicants must hold a “valid” Ontario Certificate of Qualification as an Elevating Device Mechanic to request a Non-Apprentice Skills Passport.
- EDM’s who have previously submitted a Skills Passport to TSSA to obtain EDM certification; however, have damaged or misplaced their document are required to submit a request to [TSSA Public Information Services](#) to obtain a copy of the original document submitted to TSSA.

Applicants who follow the above procedure can expect a response from TSSA within 5 business days.

For clarification on the process, please contact TSSA Certification and Examination Services via 416-734-3590 or via email to: certandexams@tssa.org.