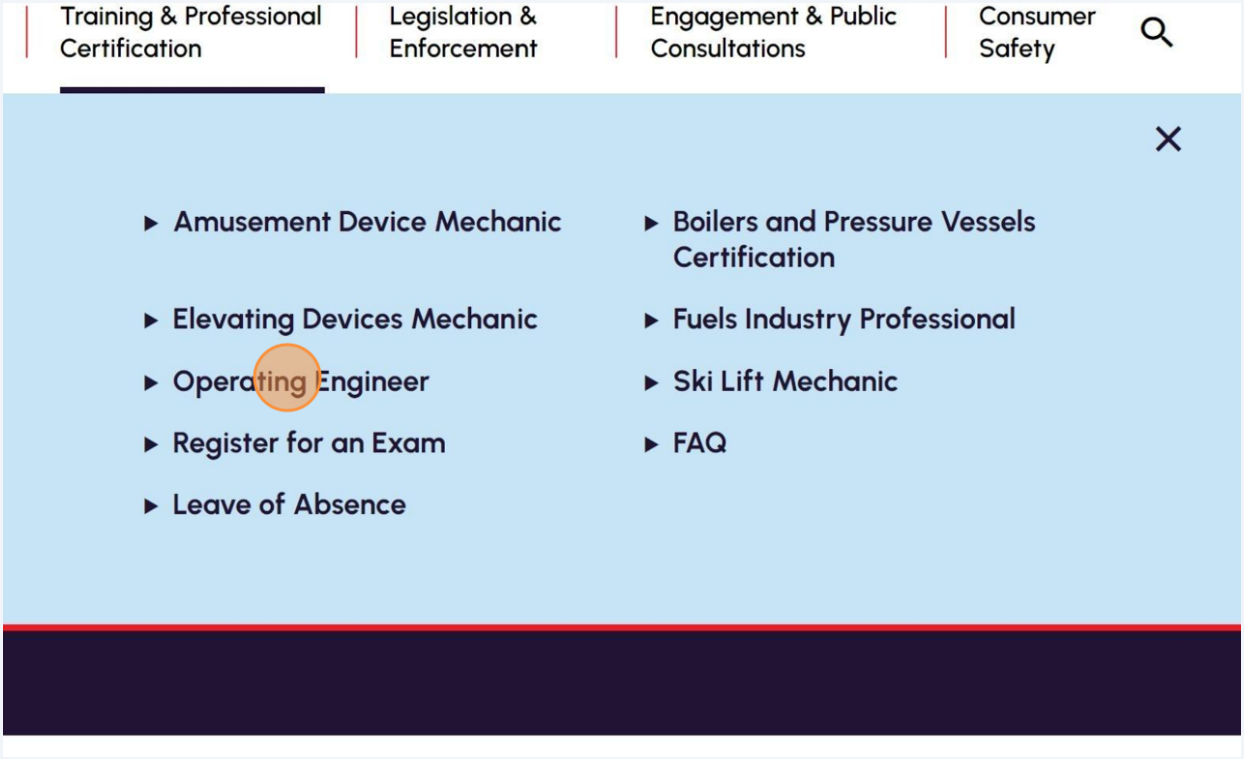
Before applying for an "Operating Engineer" Certification

This guide will provide you with step-by-step instructions on the requirements needed before applying for an "Operating Engineer Certification".

Review the following steps prior to submitting an Operating Engineer certification application to TSSA:

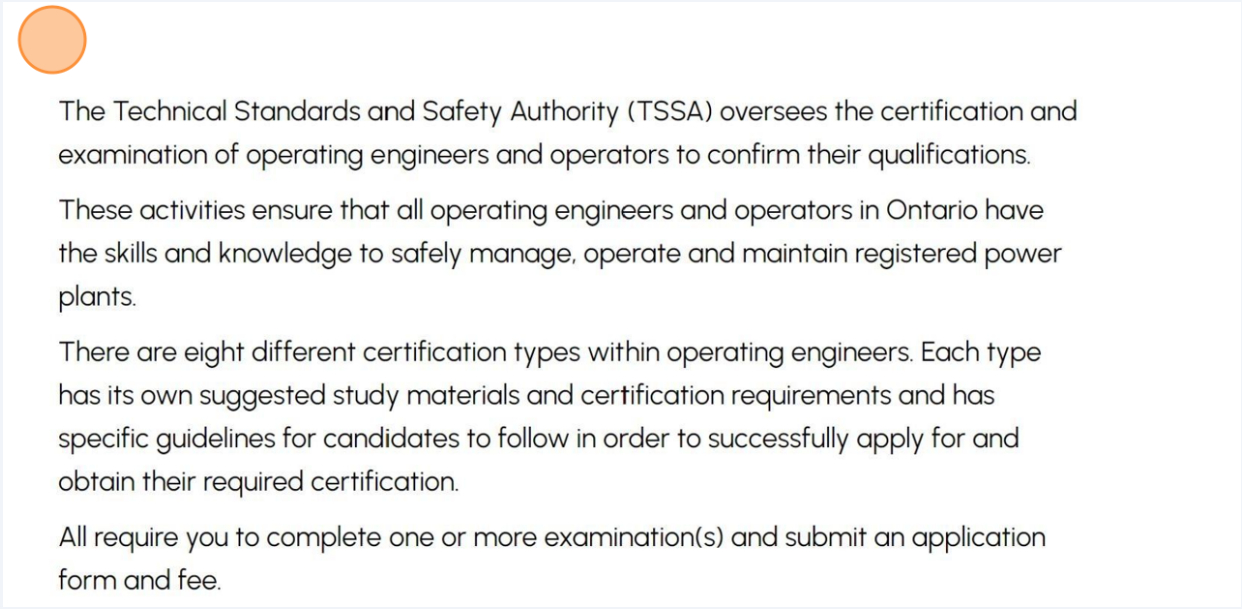
1 Click the **"Training & Professional Certification"** tab from https://www.tssa.org/.

2 Click the **"Operating Engineer"** link. The **"Certification: Operating Engineer"** page will appear.



3 Read the introductory section and review the links. This section includes:

- TSSA's role is to oversee the certification and examination of operating engineers and operators
- Eight Certification types of operating engineers and its application requirements



The Technical Standards and Safety Authority (TSSA) oversees the certification and examination of operating engineers and operators to confirm their qualifications.

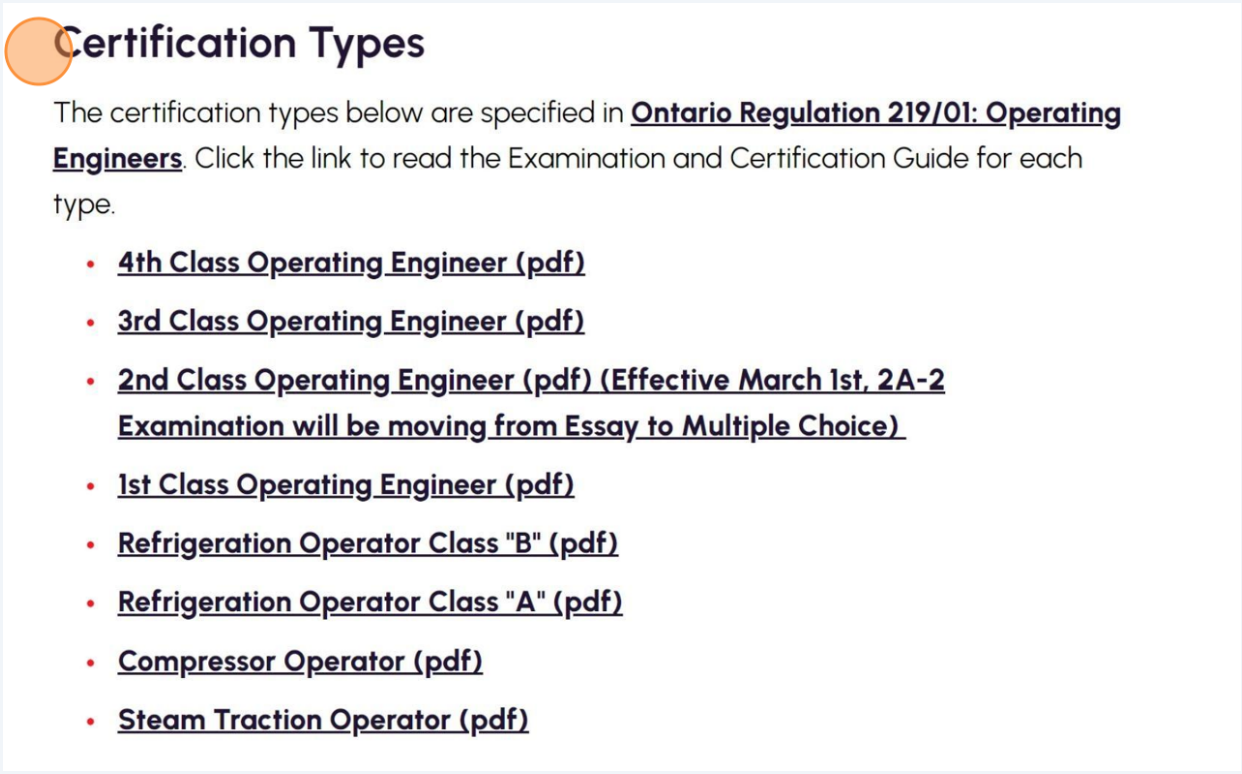
These activities ensure that all operating engineers and operators in Ontario have the skills and knowledge to safely manage, operate and maintain registered power plants.

There are eight different certification types within operating engineers. Each type has its own suggested study materials and certification requirements and has specific guidelines for candidates to follow in order to successfully apply for and obtain their required certification.

All require you to complete one or more examination(s) and submit an application form and fee.

4 Read and review the links in the **"Certification Types"** section.

This includes the Examination and Certification Guides for each of the eight types of Certifications.



Certification Types

The certification types below are specified in **Ontario Regulation 219/01: Operating Engineers**. Click the link to read the Examination and Certification Guide for each type.

- **4th Class Operating Engineer (pdf)**
- **3rd Class Operating Engineer (pdf)**
- **2nd Class Operating Engineer (pdf) (Effective March 1st, 2A-2 Examination will be moving from Essay to Multiple Choice)**
- **1st Class Operating Engineer (pdf)**
- **Refrigeration Operator Class "B" (pdf)**
- **Refrigeration Operator Class "A" (pdf)**
- **Compressor Operator (pdf)**
- **Steam Traction Operator (pdf)**

5 Read and review the links in the **"Certification and Examination"** section.

This includes the application forms that should be submitted along with your request for certification, reinstatement, or an out-of-province assessment.

Certification and Examination

If you are submitting a request for certification, reinstatement or an out-of-province assessment, you will be required to submit the **Application for an Ontario Certificate of Qualification as an Operating Engineer or Operator (pdf)**. For examinations, you will need to complete and submit the **Application for Operating Engineers Examination (pdf).**

To apply for a duplicate operating engineers certificate, please submit the **Operating Engineers Duplicate Certificate Request (pdf)**.

Need help preparing for your exam? View TSSA's **Certification Examination Preparation Guide (pdf)**.

If you have questions, read our **frequently asked questions about examination and certification.**

6 Read and review the link in the **"Certificate Reinstatement"** section.

This includes how operators must apply for reinstatement if they have failed to renew their certificate of qualification within 12 months from the date of its expiry.

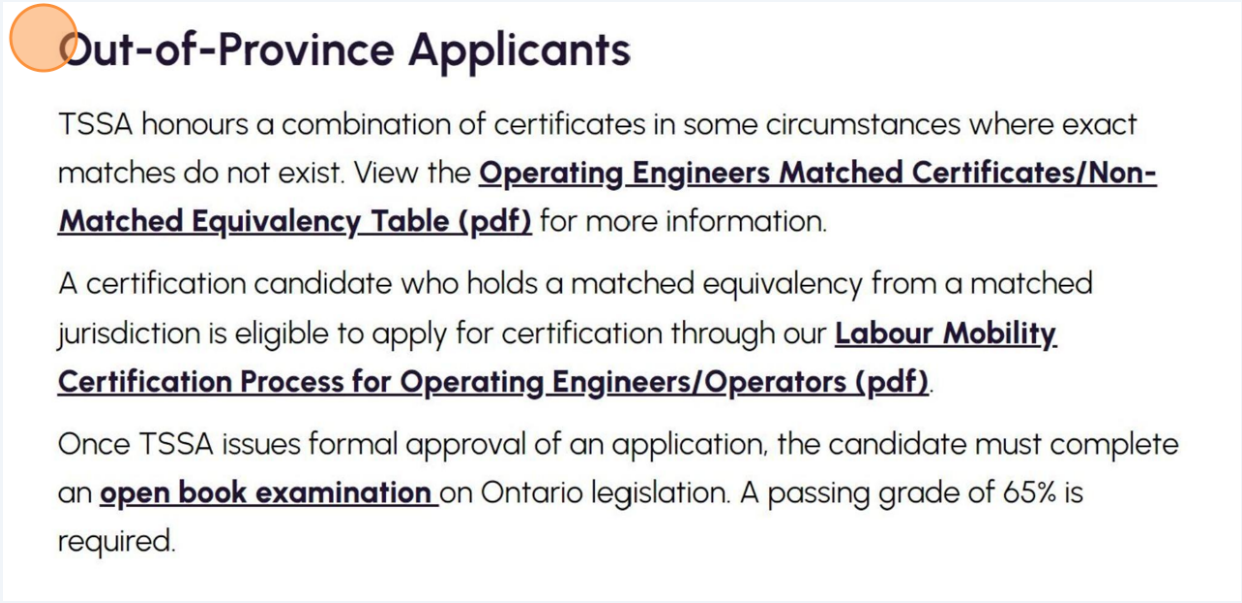
Certificate Reinstatement

As outlined in **Ontario Regulation 219/01: Operating Engineers**, operators must apply for reinstatement if they have failed to renew their certificate of qualification within 12 months of the expiry date.

For information on completing the application process, view the **Operating Engineers/Operator Certification Reinstatement Guide (pdf)**.

7 Read and review the link in the **"Out-of-Province Applicants"** section.

This includes how out-of-province applicants can submit an application to get certified in Ontario.



Out-of-Province Applicants

TSSA honours a combination of certificates in some circumstances where exact matches do not exist. View the **Operating Engineers Matched Certificates/Non-Matched Equivalency Table (pdf)** for more information.

A certification candidate who holds a matched equivalency from a matched jurisdiction is eligible to apply for certification through our **Labour Mobility Certification Process for Operating Engineers/Operators (pdf)**.

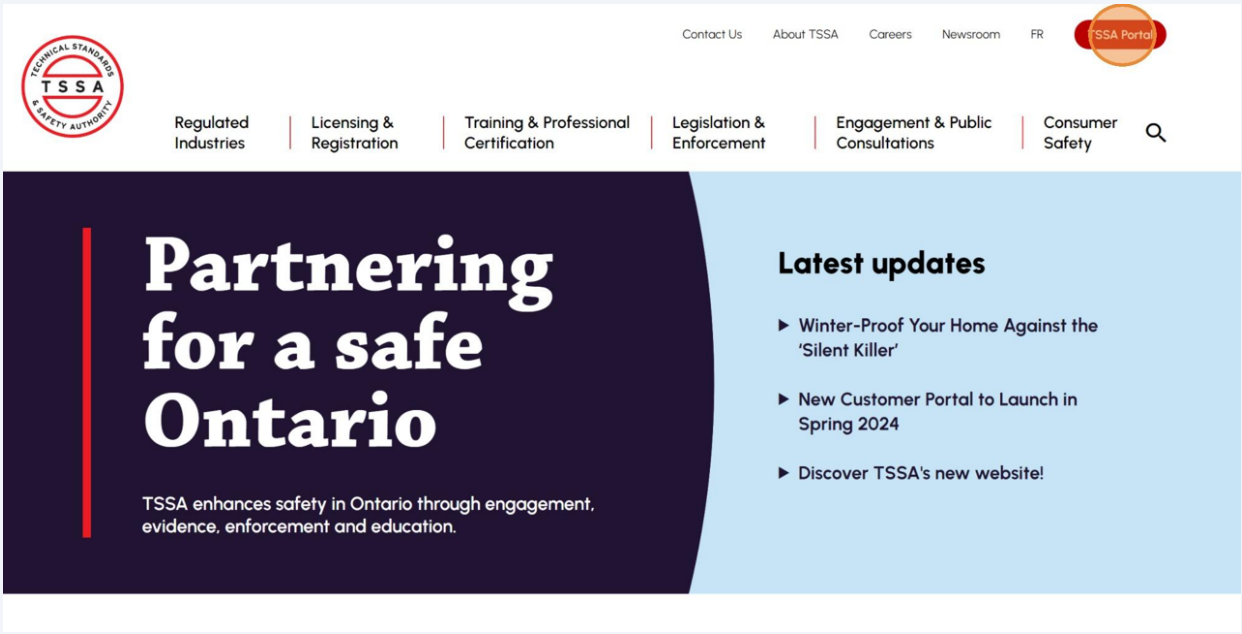
Once TSSA issues formal approval of an application, the candidate must complete an **open book examination** on Ontario legislation. A passing grade of 65% is required.

The steps for applying and prepaying for the "Operating Engineer Certification" are as follows:

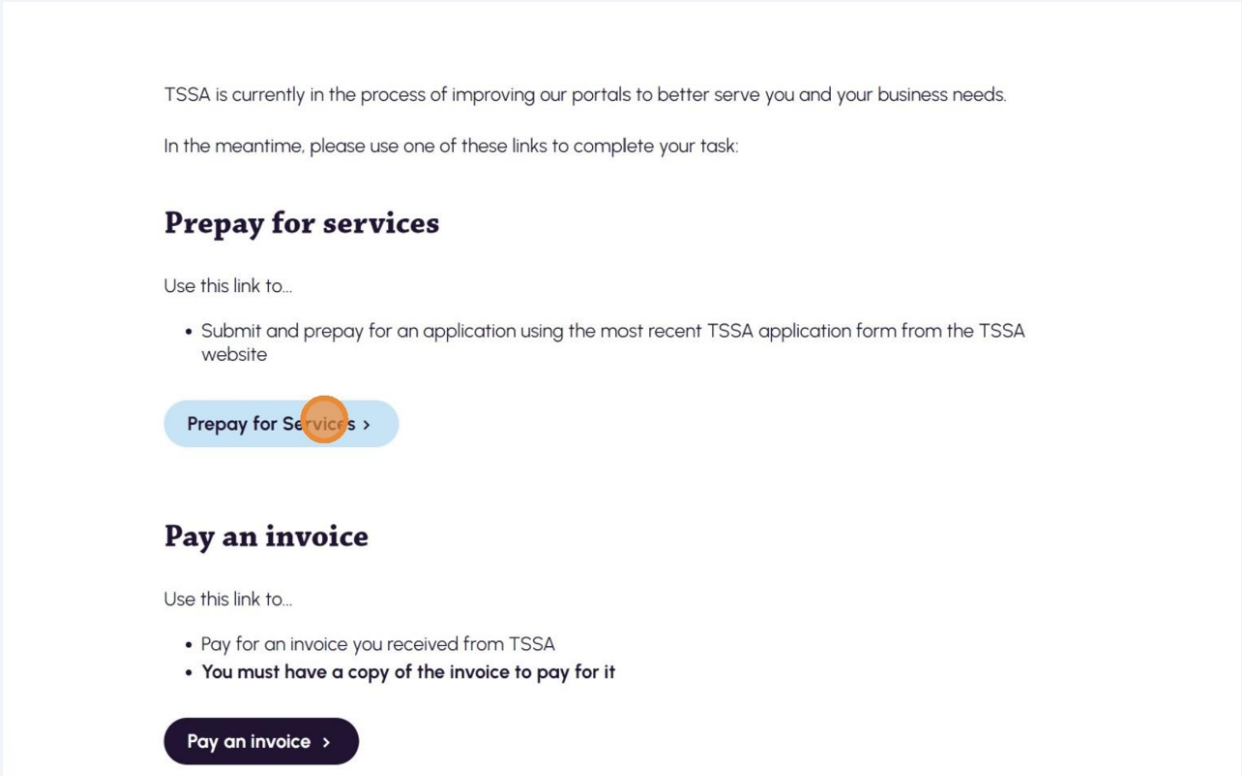
Before starting, use the latest version of the application from the TSSA website.

Use a previous TSSA invoice to find your customer account number and postal code. You'll need an **email address**, a valid **Visa** or **Mastercard**, and if applicable, any supporting documents and review Training & Certification Policies on the TSSA website.

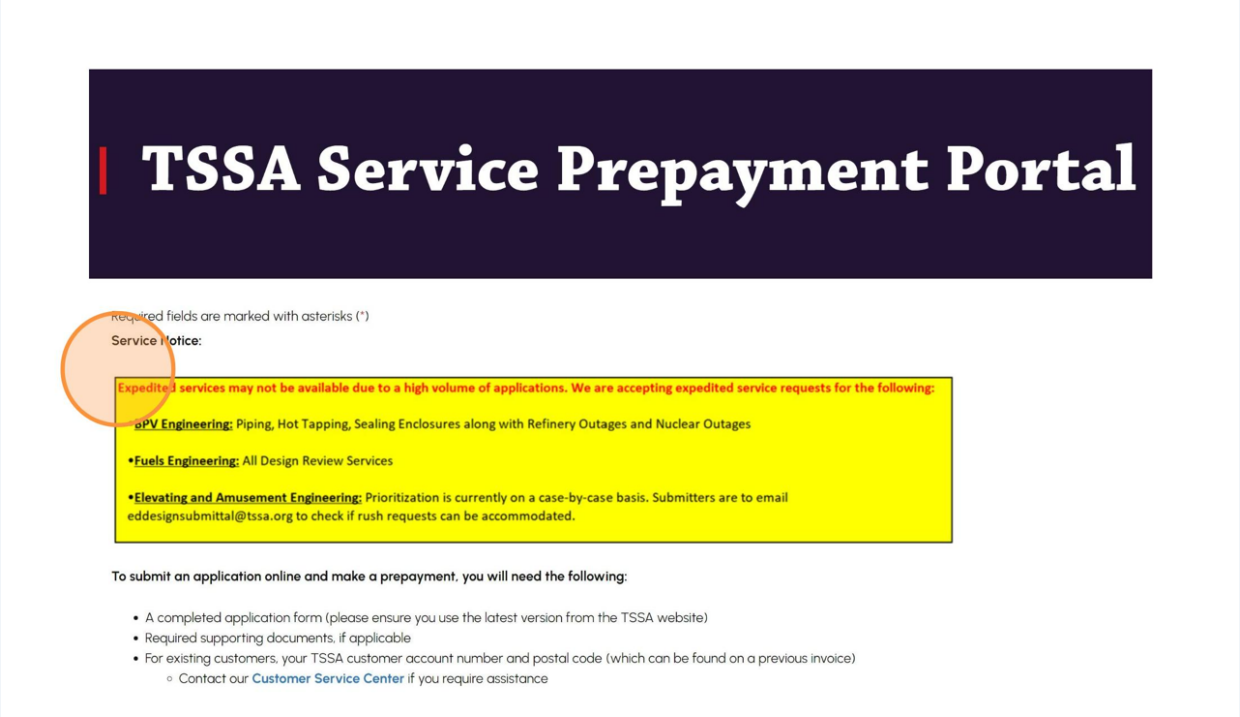
8 Click the “**TSSA Client Portal**” button from www.tssa.org. The "TSSA Client Portal" will appear.



9 Find **"Prepay for Services"** and click **"Prepay for Services"**.



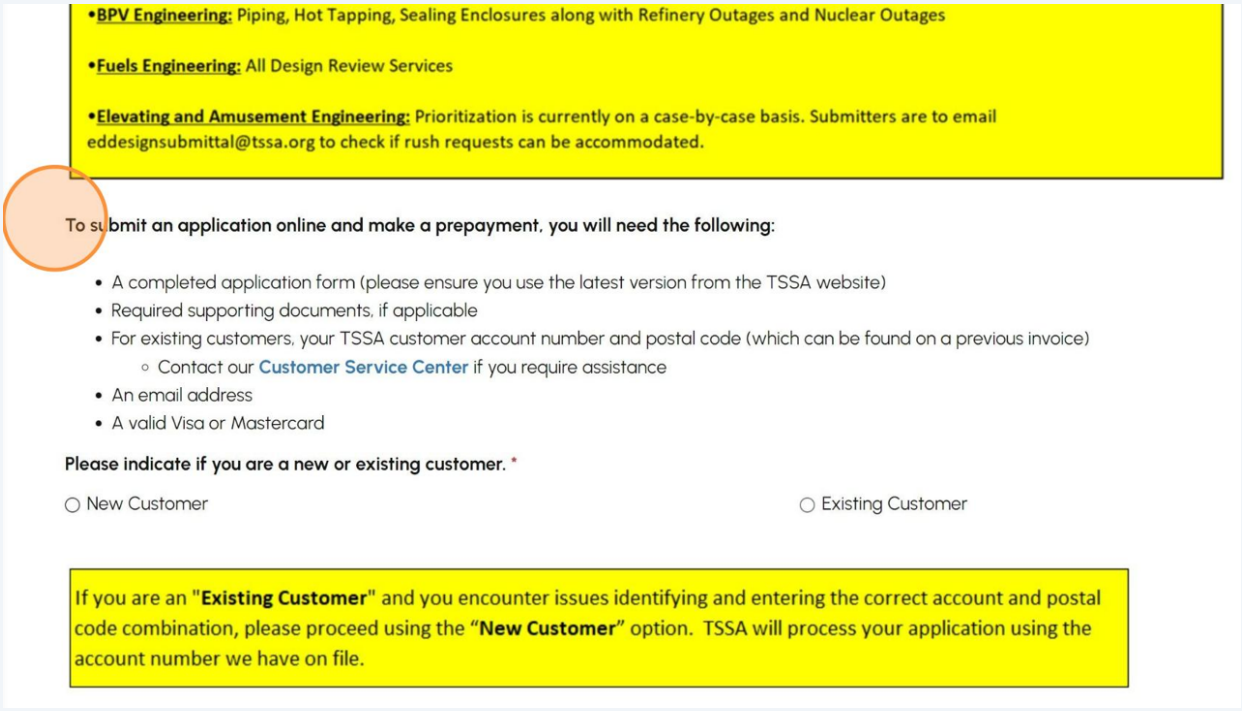
10 The **"TSSA Service Prepayment Portal"** will appear. Read the **Service Notice.**



⚠ Expedited services may not be available due to a high volume of applications.

11 To submit an application online and make a prepayment, you will need the following:

- A completed **application form**
- Required **supporting documents**, if applicable
- For existing customers, your **TSSA customer account number** and **postal code**
- An **email address**
- A valid **Visa** or **Mastercard**



•**BPV Engineering:** Piping, Hot Tapping, Sealing Enclosures along with Refinery Outages and Nuclear Outages

•**Fuels Engineering:** All Design Review Services

•**Elevating and Amusement Engineering:** Prioritization is currently on a case-by-case basis. Submitters are to email eddesignsubmittal@tssa.org to check if rush requests can be accommodated.

To submit an application online and make a prepayment, you will need the following:

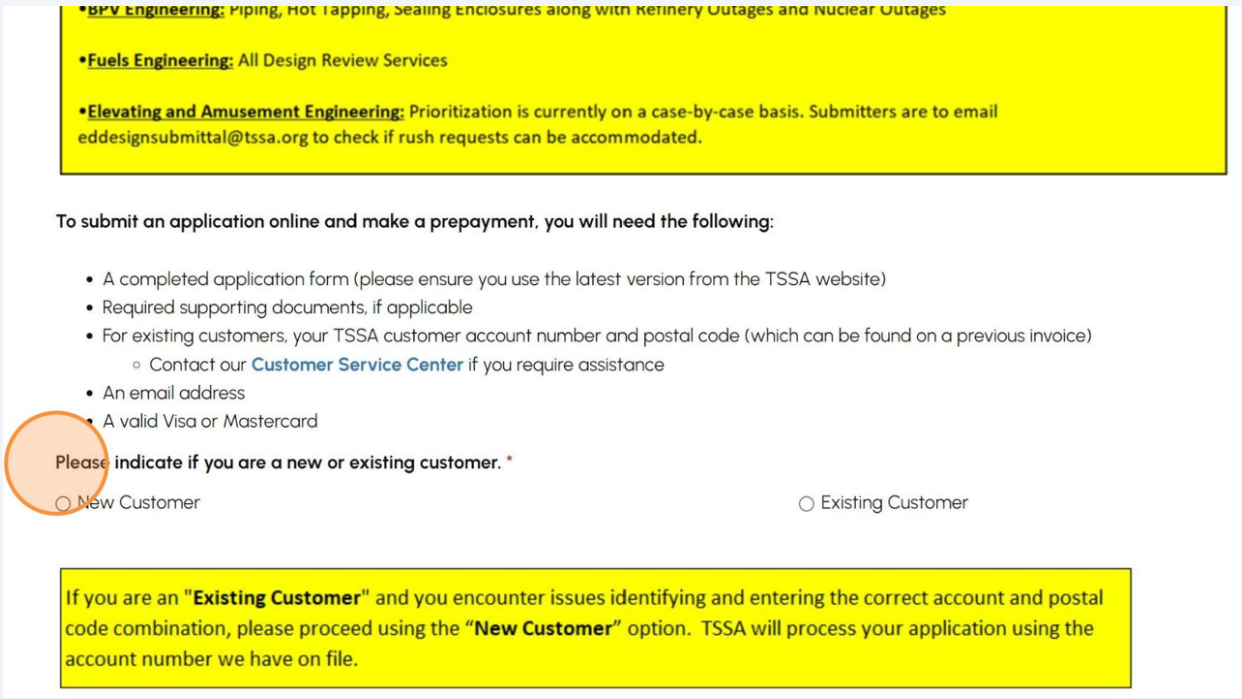
- A completed application form (please ensure you use the latest version from the TSSA website)
- Required supporting documents, if applicable
- For existing customers, your TSSA customer account number and postal code (which can be found on a previous invoice)
  - Contact our Customer Service Center if you require assistance
- An email address
- A valid Visa or Mastercard

Please indicate if you are a new or existing customer. *

○ New Customer ○ Existing Customer

If you are an "**Existing Customer**" and you encounter issues identifying and entering the correct account and postal code combination, please proceed using the "**New Customer**" option. TSSA will process your application using the account number we have on file.

12 Select either a **"New Customer"** or **"Existing Customer"**.



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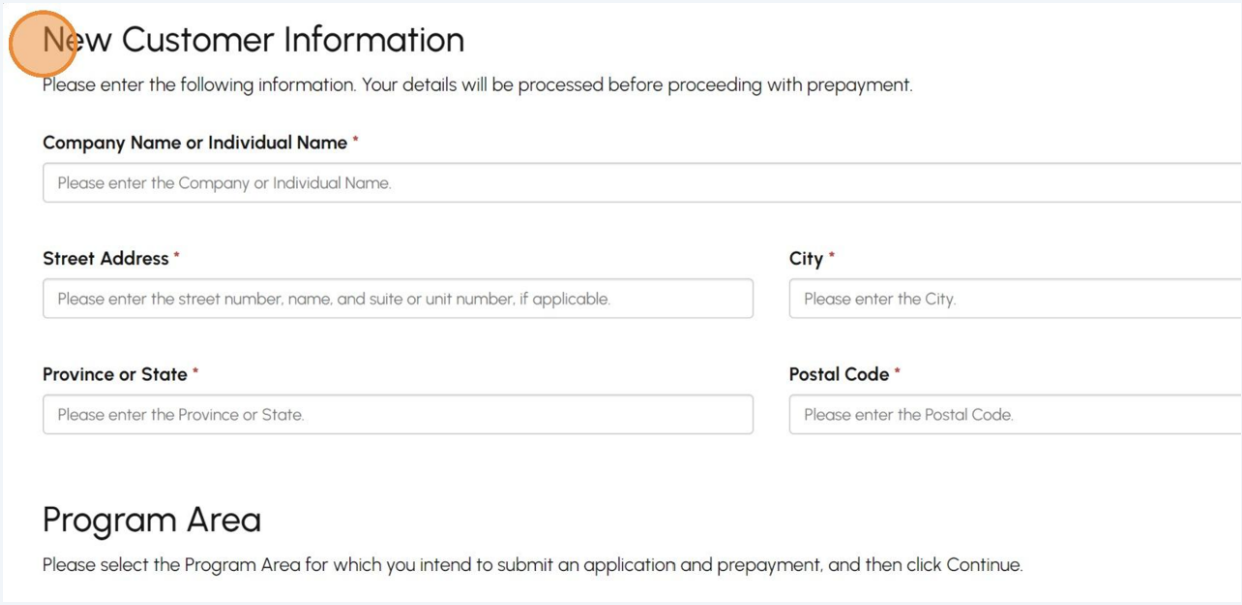
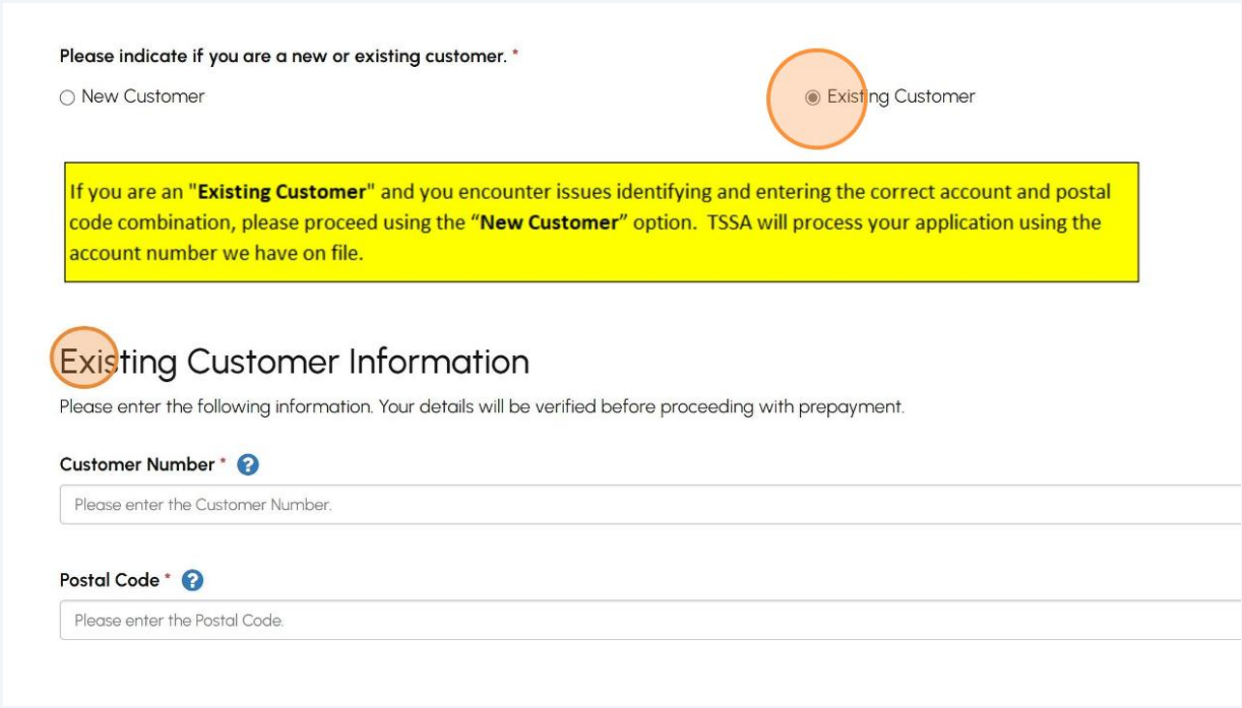
13 If you select **New Customer**, then enter the following information:

- Company Name or Individual Name
- Street Address
- City
- Province or State
- Postal Code



14 If you select **Existing Customer**, then enter the following:

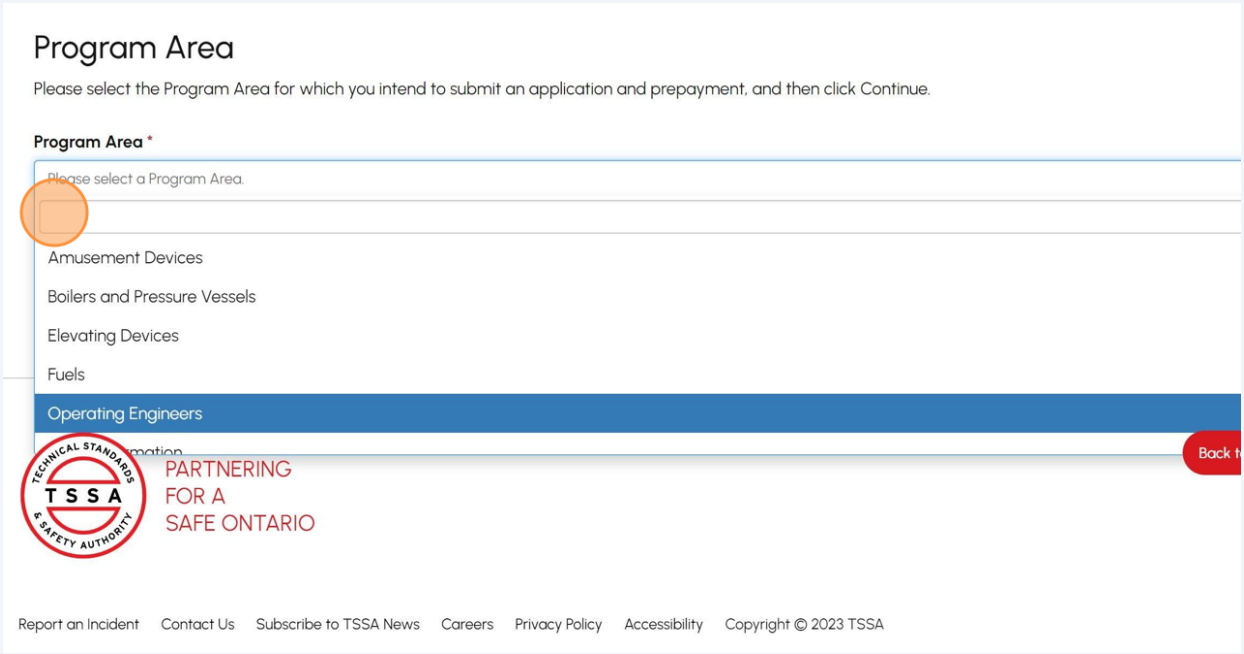
- Customer Number
- Postal Code



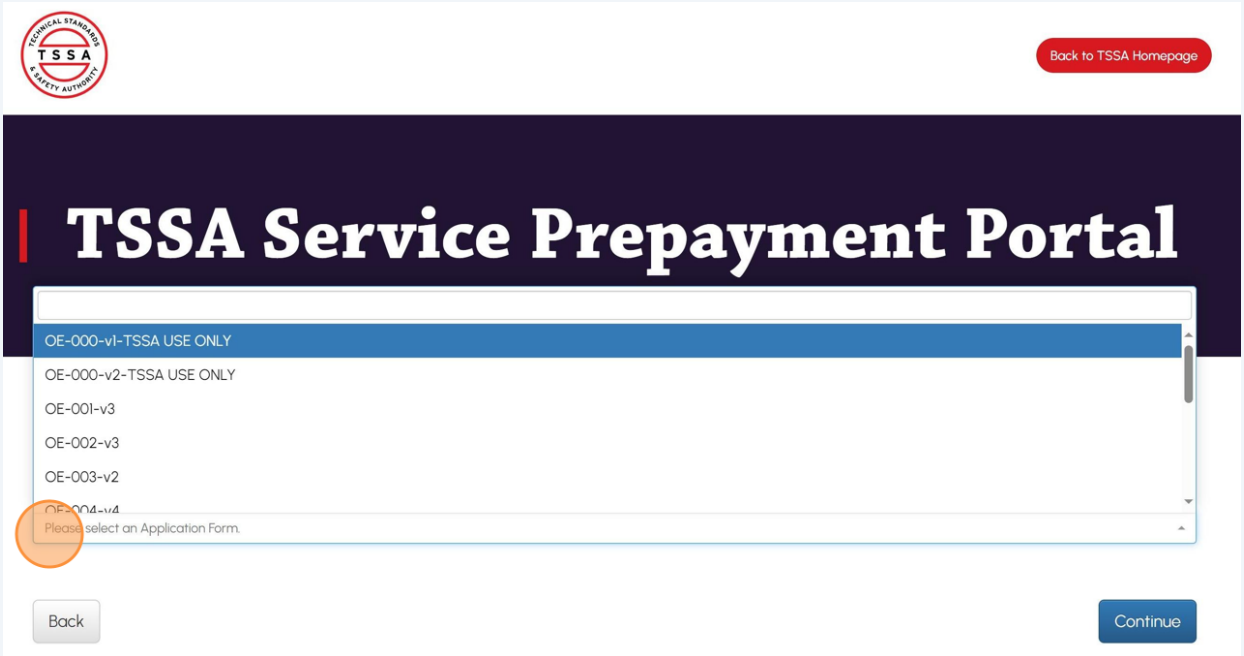
⚠ If you are an existing customer having trouble entering the correct account and postal code combination, please choose the 'New Customer' option.

15 Select "**Operating Engineers**" from the **"Program Area"** drop-down menu.

Click the **"Continue"** button.



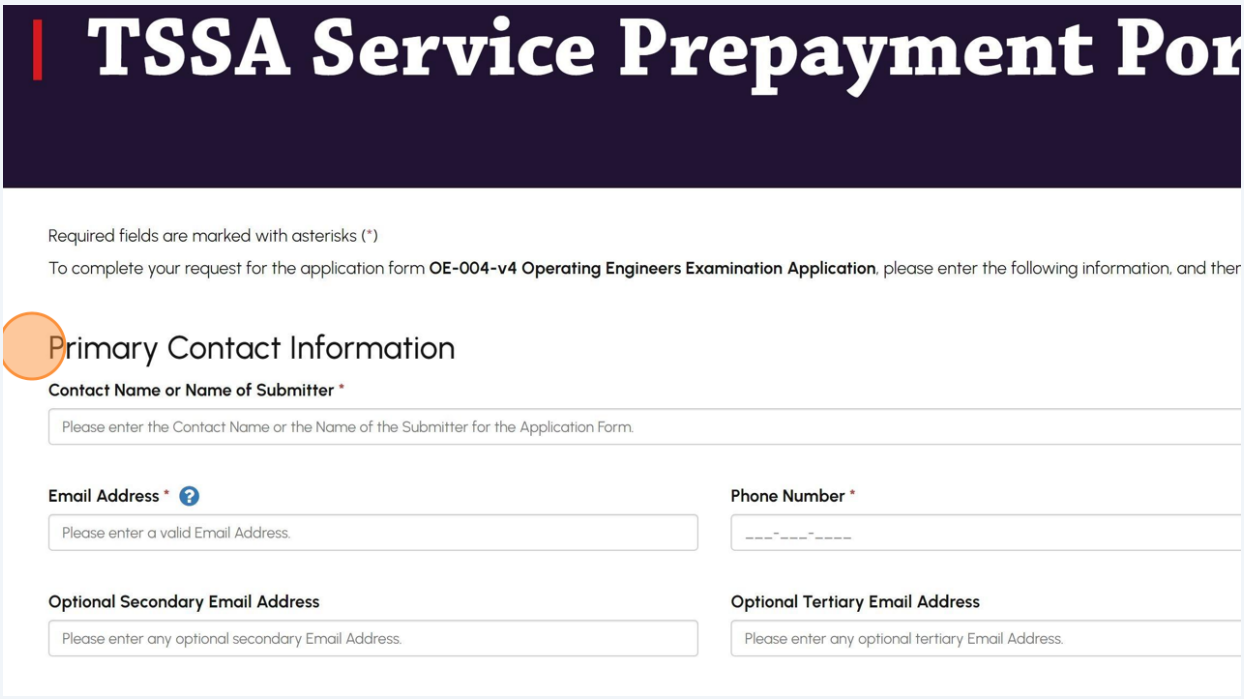
16 Select the Application Form number **"OE-004-v4"** from the dropdown list for the **Operating Engineers** application and click **"Continue"** to enter your contact information.



Tip! If the form you have requested cannot be found, contact our "Customer Service Centre".

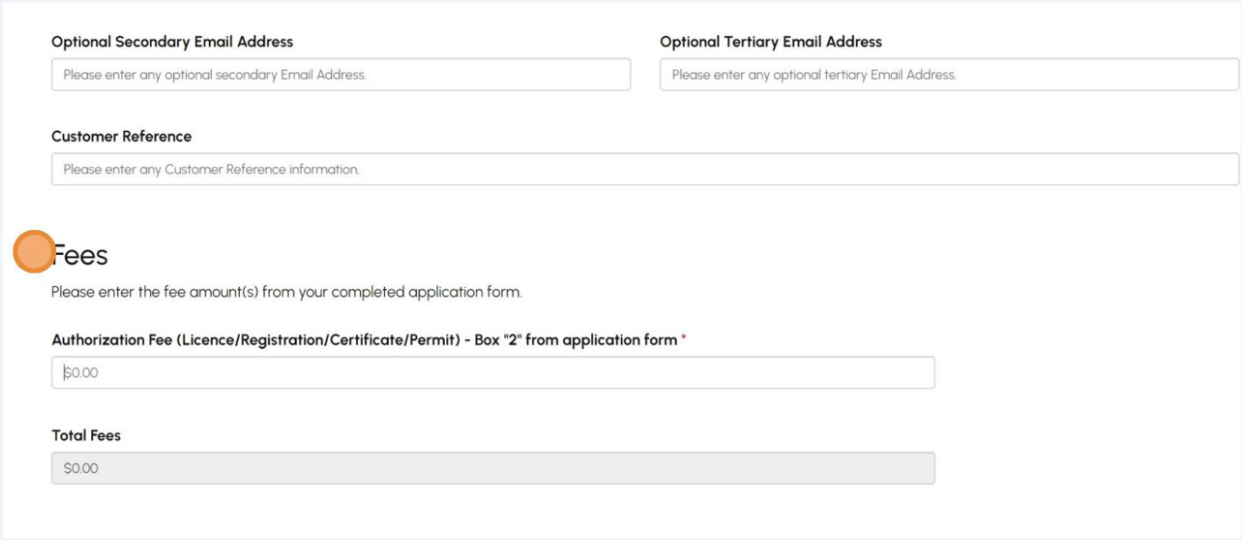
17 Enter your contact information:

- Contact Name or Name of Submitter
- Email Address
- Phone Number

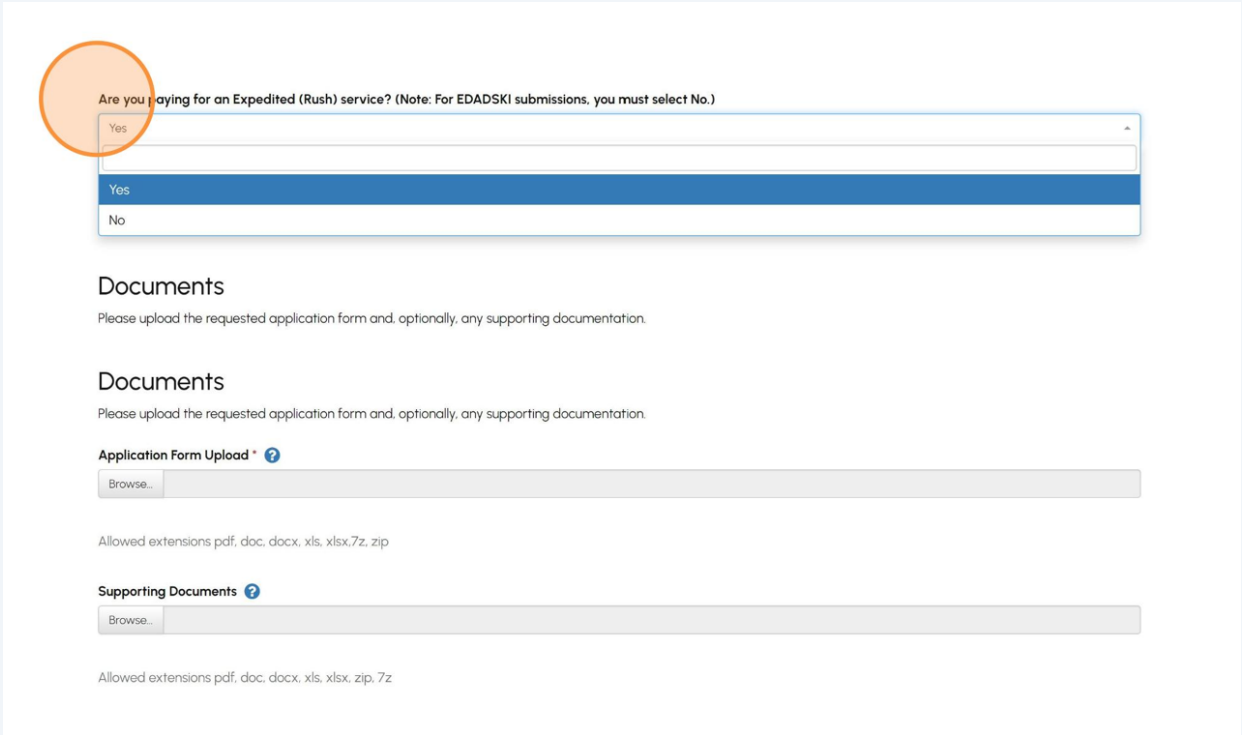


18 Enter the **"Authorization Fee (License/Registration/Certificate/Permit)** from **Box "2"** from the application form.

Refer to the website or forms for the latest fees.

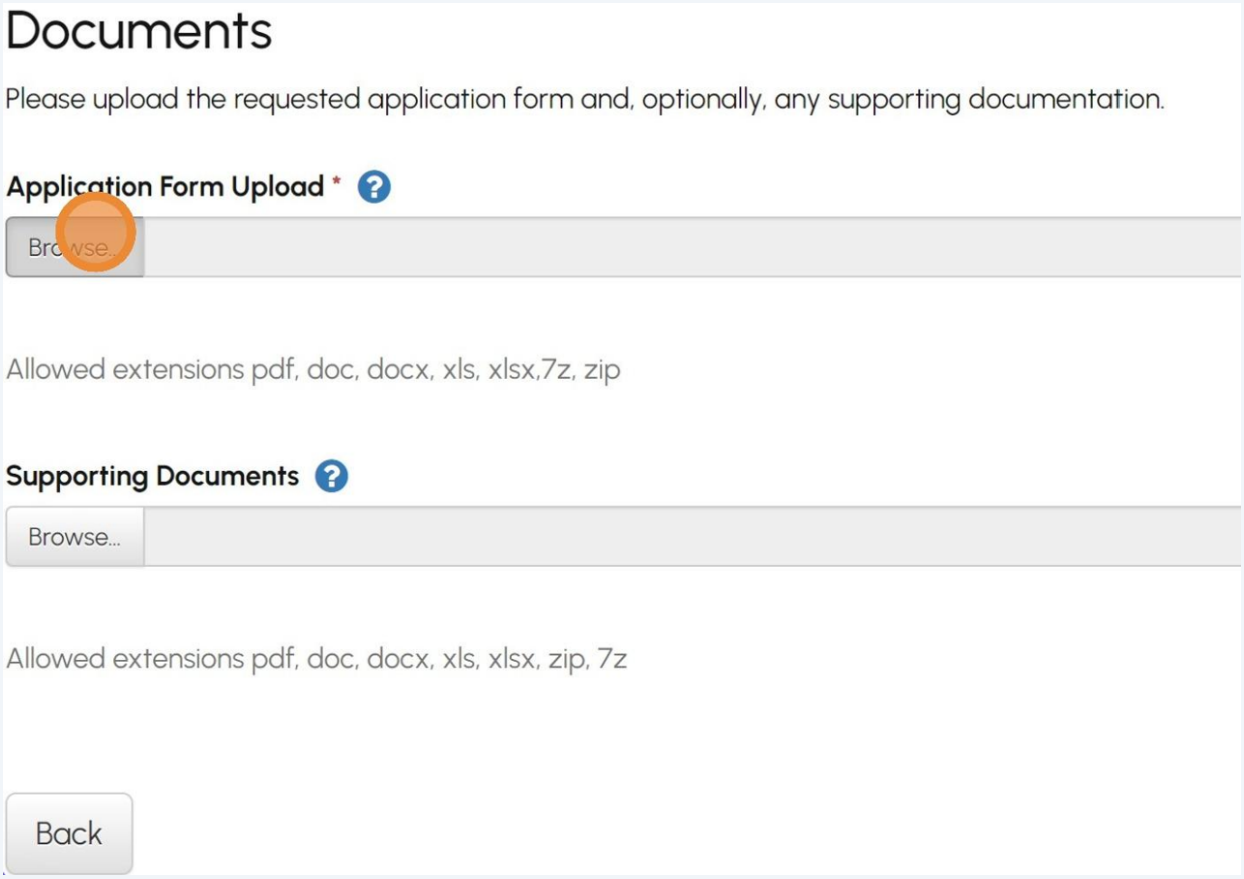


19 **Are you looking for expedited services?** Select either **"Yes"** or **"No"**.



20 Upload the **"Application Form"** and if applicable, other supporting documents.

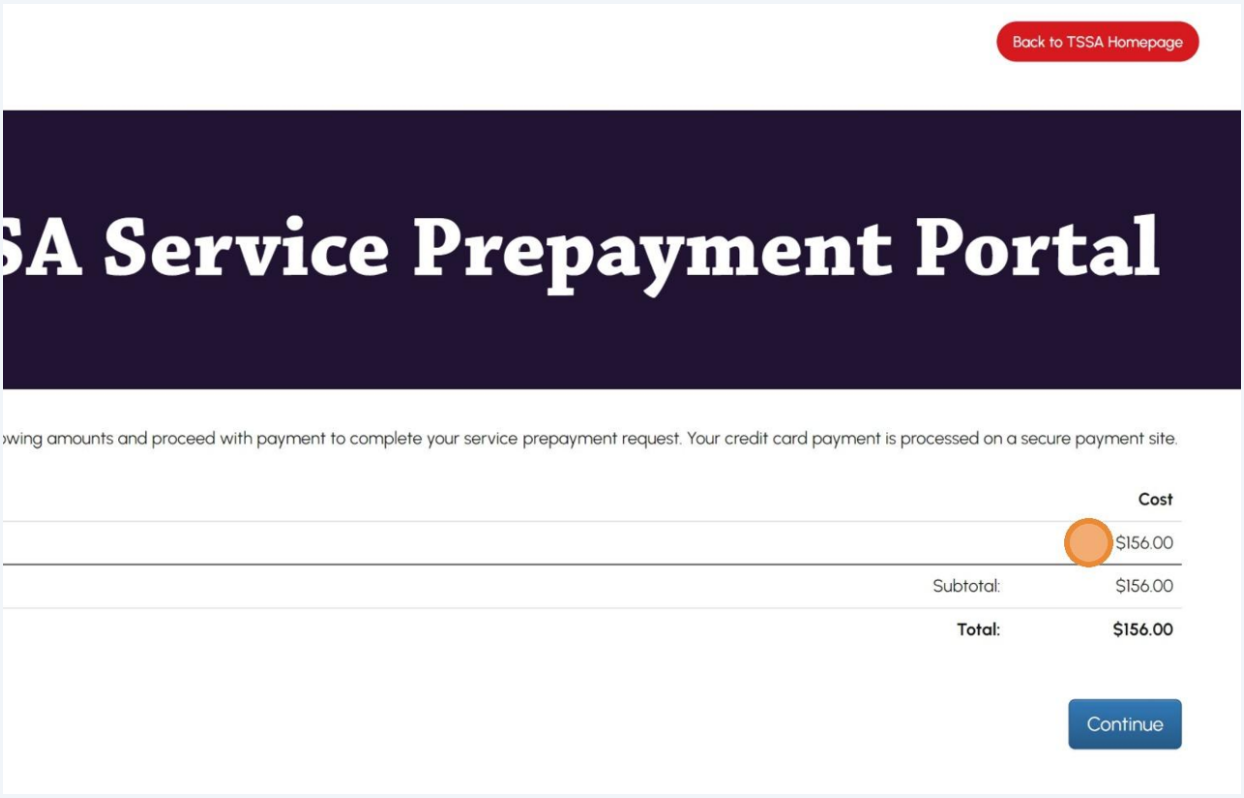
Click the **"Continue"** button.



Tip! Acceptable documents in the file formats: JPEG, PNG, ZIP, and PDF. If not, an error will display.

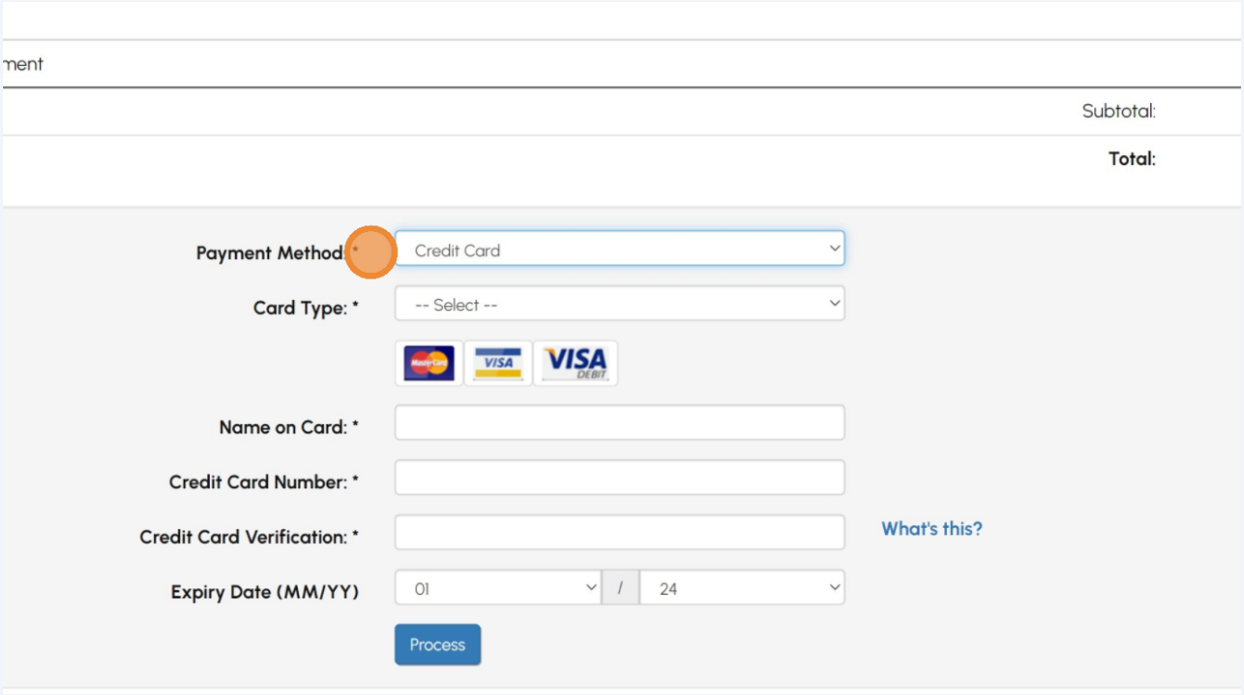
Fields marked with an asterisk are mandatory. However, this field will always be present since mandatory documents are required for this process.

21 **Review** the payment details and click "**Continue**".



22 The **"Payment Method"** page will appear.

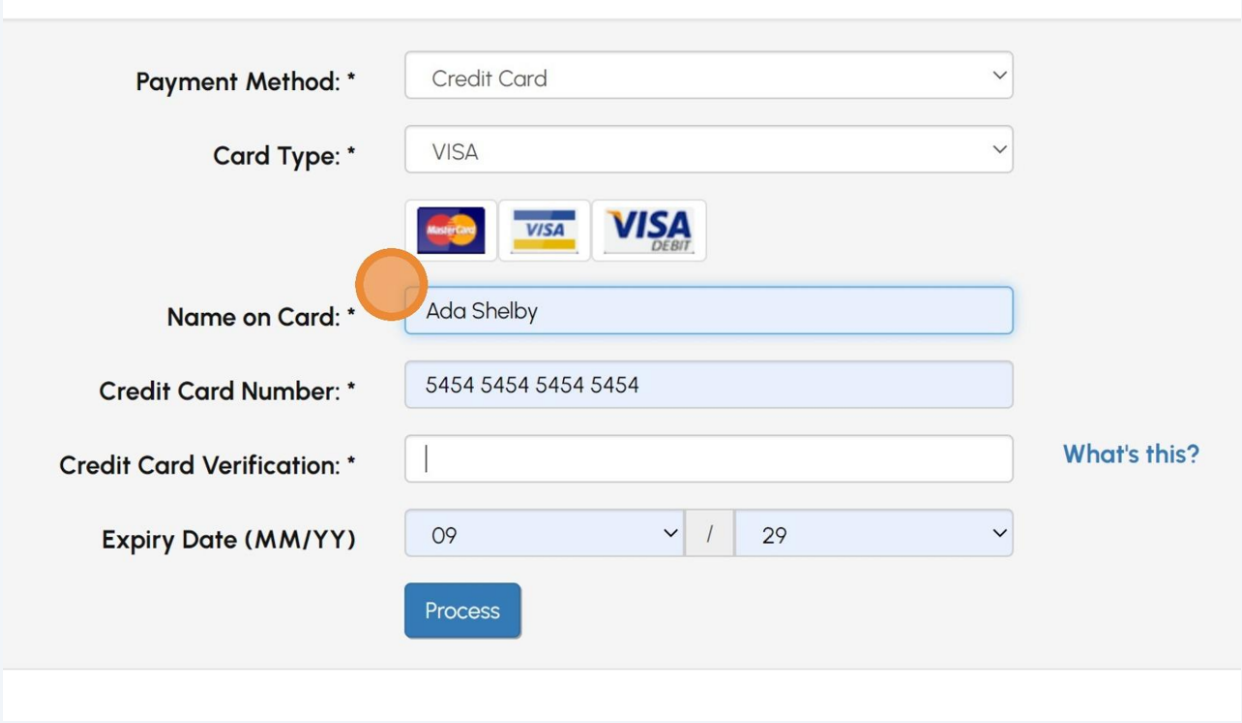
Select **"Credit Card"** for the method of payment. Card Type can be **"Visa or Mastercard".**



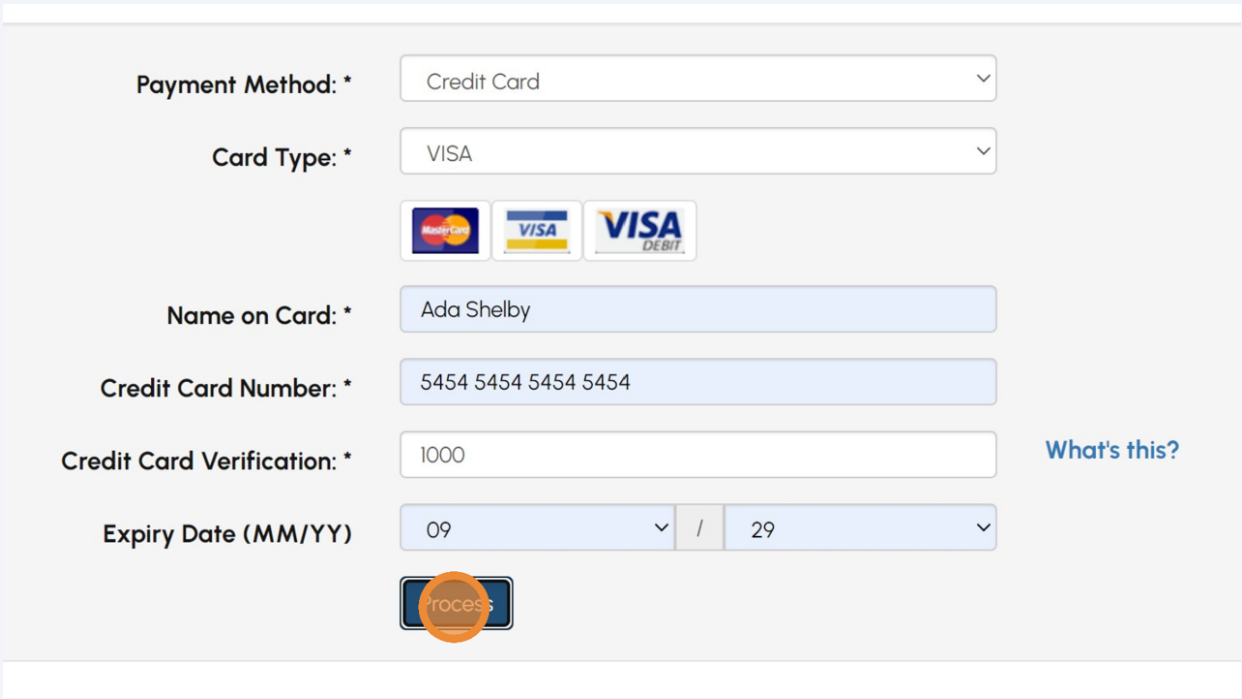
⚠ Credit Card is the only payment method for the "Operating Engineer" application.

23 Enter the **Credit Card details**:

- Cardholder Name
- Card Number
- MM/YY (Month and Year)
- CVV (3-digit number on card)



24 Click the **"Process"** button to process the payment.



Congratulations! You have successfully become familiar with the requirements before applying for "Operating Engineer Certification".

You will receive an email confirmation and an official receipt once the payment has been completed.

25 Contact Customer Service at *1-877-682-TSSA (8772)* or send an email to customerservices@tssa.org in case of any questions.