

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/>.



Regulated Industries

Licensing & Registration

Training & Professional Certification

Legislation & Enforcement

Engagement & Public Consultations

Consumer Safety

Partnering for a safe Ontario

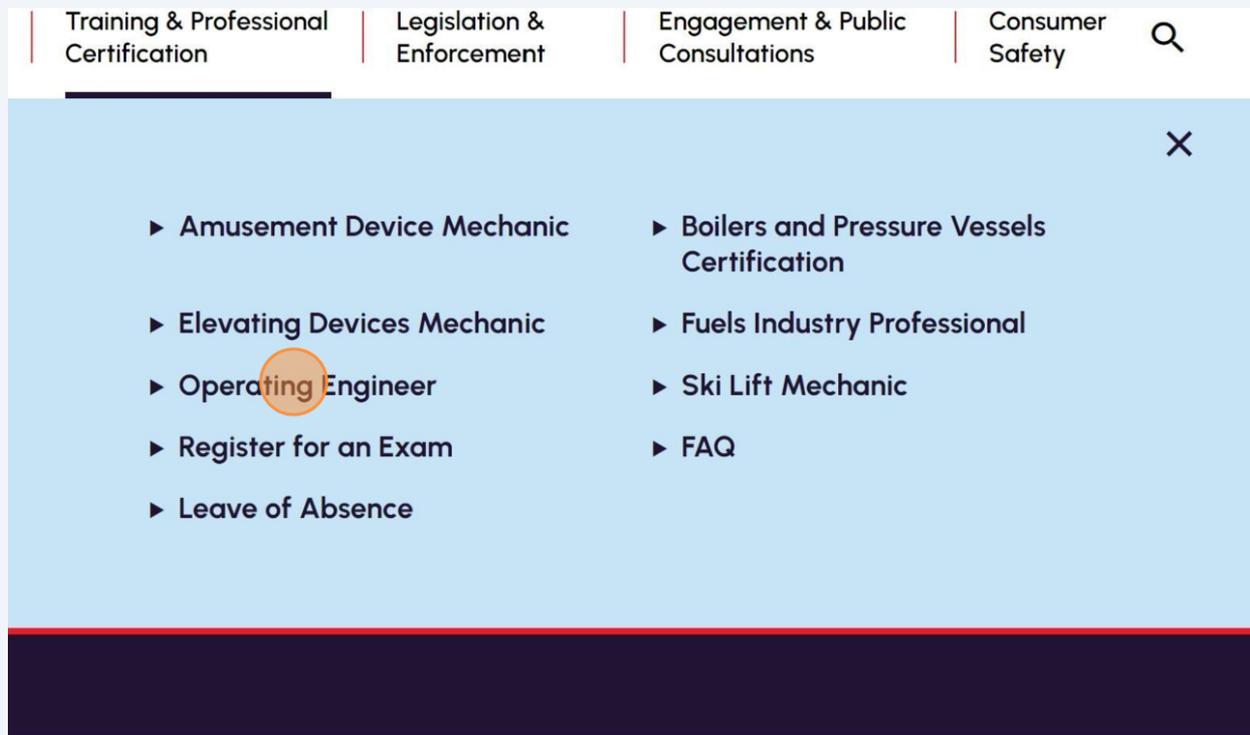
TSSA enhances safety in Ontario through engagement, evidence, enforcement and education.

Latest updates

- ▶ Winter-Proof Your Home Against the 'Silent Killer'
- ▶ New Customer Portal to Launch in Spring 2024
- ▶ Discover TSSA's new website!

2

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



The screenshot shows a website navigation menu with four main categories: Training & Professional Certification, Legislation & Enforcement, Engagement & Public Consultations, and Consumer Safety. A search icon is located to the right of the Consumer Safety link. Below the navigation bar is a light blue dropdown menu with a close button (X) in the top right corner. The dropdown menu contains the following items:

- ▶ Amusement Device Mechanic
- ▶ Elevating Devices Mechanic
- ▶ **Operating Engineer**
- ▶ Register for an Exam
- ▶ Leave of Absence
- ▶ Boilers and Pressure Vessels Certification
- ▶ Fuels Industry Professional
- ▶ Ski Lift Mechanic
- ▶ FAQ

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.

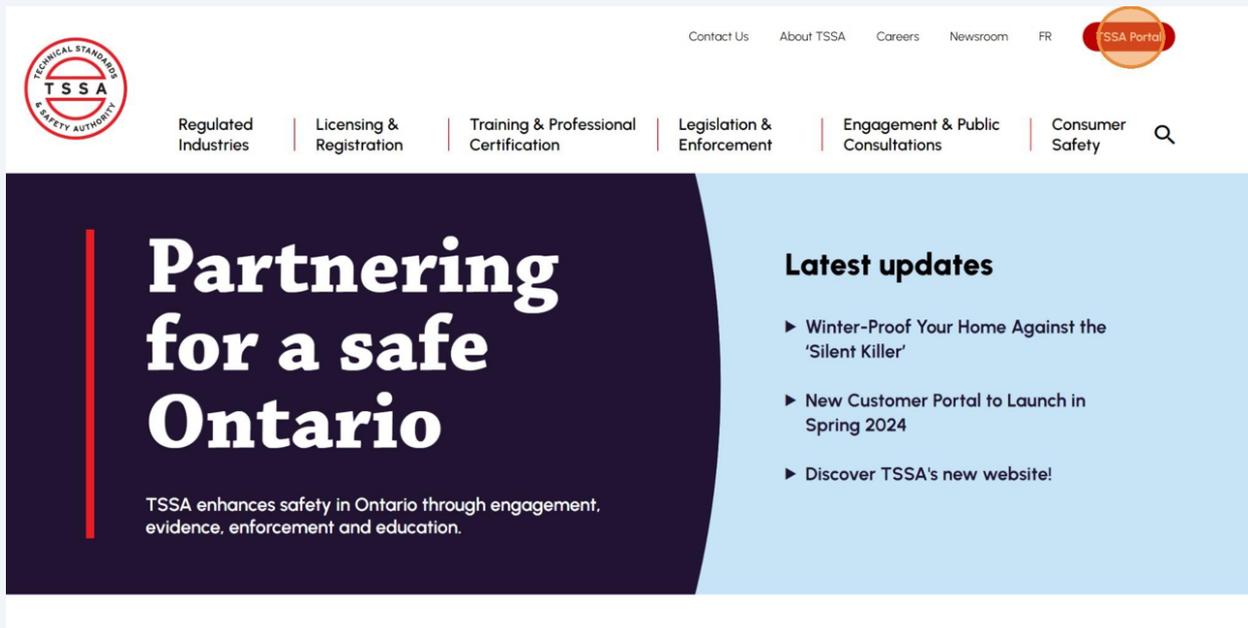
The steps for applying and prepaying for the "Operating Engineer Certification" are as follows:

 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.

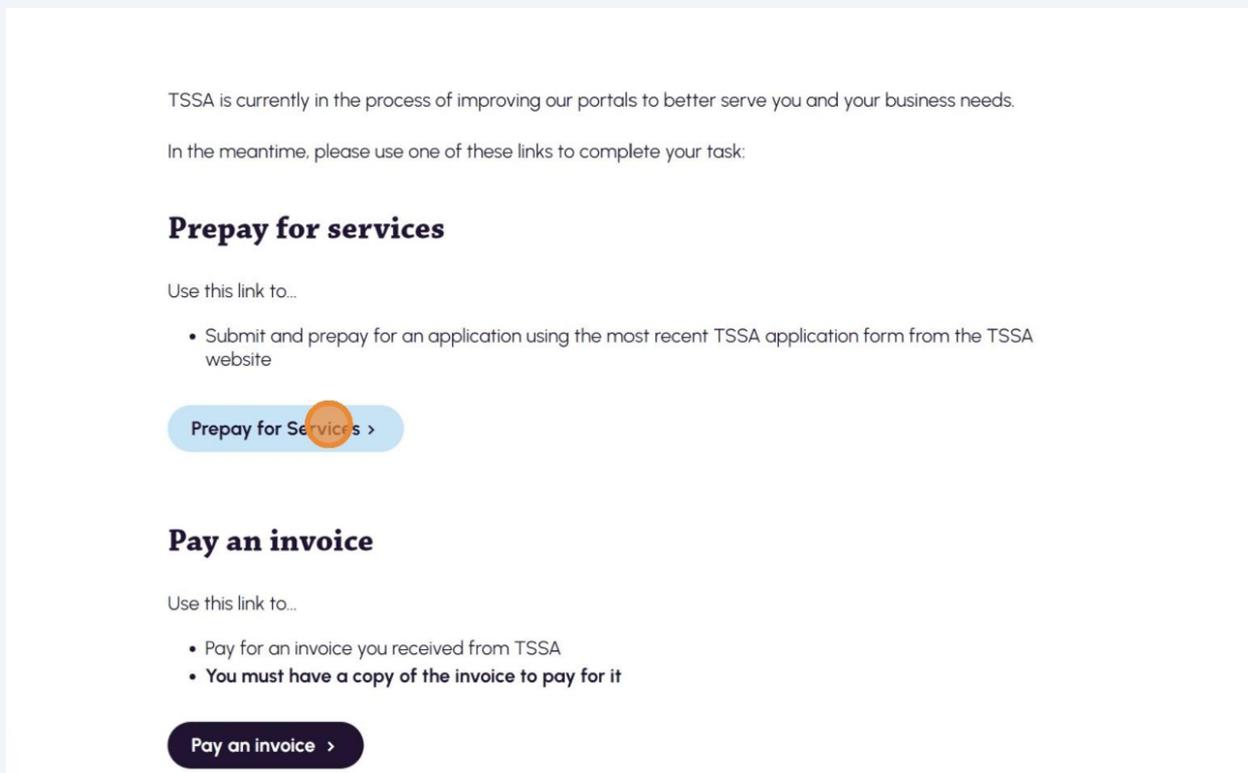
8

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**.

TSSA Service Prepayment Portal

Required fields are marked with asterisks (*)

Service Notice:

Expedited services may not be available due to a high volume of applications. We are accepting expedited service requests for the following:

• **PV 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



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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

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 - 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

New Customer Information

Please enter the following information. Your details will be processed before proceeding with prepayment.

Company Name or Individual Name *

Please enter the Company or Individual Name.

Street Address *

Please enter the street number, name, and suite or unit number, if applicable.

City *

Please enter the City.

Province or State *

Please enter the Province or State.

Postal Code *

Please enter the Postal Code.

Program Area

Please select the Program Area for which you intend to submit an application and prepayment, and then click Continue.

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

- Customer Number
- Postal Code

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.

Existing Customer Information

Please enter the following information. Your details will be verified before proceeding with prepayment.

Customer Number * 

Please enter the Customer Number.

Postal Code * 

Please enter the 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.

The screenshot shows a web page titled "Program Area". Below the title is a sub-header "Program Area*" and a text prompt: "Please select the Program Area for which you intend to submit an application and prepayment, and then click Continue." A dropdown menu is open, showing a list of program areas: "Amusement Devices", "Boilers and Pressure Vessels", "Elevating Devices", "Fuels", and "Operating Engineers". The "Operating Engineers" option is highlighted with a blue bar. An orange circle highlights the dropdown arrow icon. At the bottom of the page, there is a TSSA logo, a "PARTNERING FOR A SAFE ONTARIO" slogan, and a footer with links: "Report an Incident", "Contact Us", "Subscribe to TSSA News", "Careers", "Privacy Policy", "Accessibility", and "Copyright © 2023 TSSA". A red "Back to TSSA Homepage" button is visible in the top right corner.

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.

The screenshot shows the "TSSA Service Prepayment Portal" page. At the top left is the TSSA logo. At the top right is a red "Back to TSSA Homepage" button. The main heading is "TSSA Service Prepayment Portal". Below the heading is a dropdown menu for selecting an application form. The dropdown list contains the following options: "OE-000-v1-TSSA USE ONLY", "OE-000-v2-TSSA USE ONLY", "OE-001-v3", "OE-002-v3", "OE-003-v2", and "OE-004-v4". The "OE-004-v4" option is highlighted with a blue bar. An orange circle highlights the dropdown arrow icon. Below the dropdown menu is a text prompt: "Please select an Application Form." At the bottom left is a "Back" button, and at the bottom right is a "Continue" button.



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

TSSA Service Prepayment Por

Required fields are marked with asterisks (*)

To complete your request for the application form **OE-004-v4 Operating Engineers Examination Application**, please enter the following information, and then

Primary Contact Information

Contact Name or Name of Submitter *

Please enter the Contact Name or the Name of the Submitter for the Application Form.

Email Address * ?

Please enter a valid Email Address.

Phone Number *

---"---"---

Optional Secondary Email Address

Please enter any optional secondary Email Address.

Optional Tertiary Email Address

Please enter any optional tertiary Email Address.

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.

Optional Secondary Email Address

Please enter any optional secondary Email Address.

Optional Tertiary Email Address

Please enter any optional tertiary Email Address.

Customer Reference

Please enter any Customer Reference information.

Fees

Please enter the fee amount(s) from your completed application form.

Authorization Fee (Licence/Registration/Certificate/Permit) - Box "2" from application form *

\$0.00

Total Fees

\$0.00

19

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

Are you paying for an Expedited (Rush) service? (Note: For EDADSKI submissions, you must select No.)

Yes

Yes

No

Documents

Please upload the requested application form and, optionally, any supporting documentation.

Documents

Please upload the requested application form and, optionally, any supporting documentation.

Application Form Upload * ?

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx,7z, zip

Supporting Documents ?

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx, zip, 7z

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

Click the "**Continue**" button.

Documents

Please upload the requested application form and, optionally, any supporting documentation.

Application Form Upload *

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx, 7z, zip

Supporting Documents

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx, zip, 7z

Back



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**".

[Back to TSSA Homepage](#)

TSSA Service Prepayment Portal

Review the following amounts and proceed with payment to complete your service prepayment request. Your credit card payment is processed on a secure payment site.

	Cost
	\$156.00
Subtotal:	\$156.00
Total:	\$156.00

[Continue](#)

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

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

ment	
Subtotal:	
Total:	

Payment Method *

Card Type: *

Name on Card: *

Credit Card Number: *

Credit Card Verification: * [What's this?](#)

Expiry Date (MM/YY) /



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)

Payment Method: *

Card Type: *

Name on Card: *

Credit Card Number: *

Credit Card Verification: *

Expiry Date (MM/YY) /

[What's this?](#)

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

Payment Method: *

Card Type: *

Name on Card: *

Credit Card Number: *

Credit Card Verification: * [What's this?](#)

Expiry Date (MM/YY) /





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.