

How to Book "Operating Engineer" Examination



This guide will provide you with step-by-step instructions on how to book an "Operating Engineer" Examination in the TSSA Client Portal.

****Important:**** If you require accommodation for an exam, you must first apply for "Accommodation for Examination". The results of the accommodation application are required when booking an exam with accommodation.

1 From the Client Portal homepage, click the **"Applications"** tab.

A screenshot of the TSSA Client Portal homepage. The navigation bar at the top has four tabs: Home, Accounts, Applications, and Invoices. The 'Applications' tab is highlighted with a red circle. Below the navigation bar, the page content includes a greeting "Hi Ada Shelby", a welcome message, and four sections: "New Customers", "Existing Customers", "Third Party Property Management Companies", and "Third Party Submitters". At the bottom, there are two red buttons: "Create Account" and "Link Existing Account".

Customer Portal

Hi Ada Shelby

Welcome to the TSSA portal, where, customers can view and manage account information, submit application requests, pay invoices and more.

New Customers

Create an Individual account if you are applying for:

- A personal certificate

For all other requests create an Organization account

- We require the company's legal entity details, i.e., corporation number or business identification number.

Third Party Property Management Companies

Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. pay an invoice, submit an application request.

If you do not have an account with TSSA:

- Please create a Third-Party Property Manager account first.
- Then proceed to linking to the owner/operator you wish to transact on behalf of.
- The [Consent to Grant Third Party Access] form will need to be completed.

Existing Customers

Link to your TSSA account with:

- Invoice or inspection report or
- Valid authorization (licence/certificate/registration, etc.) or
- Account Access Key

Third Party Submitters

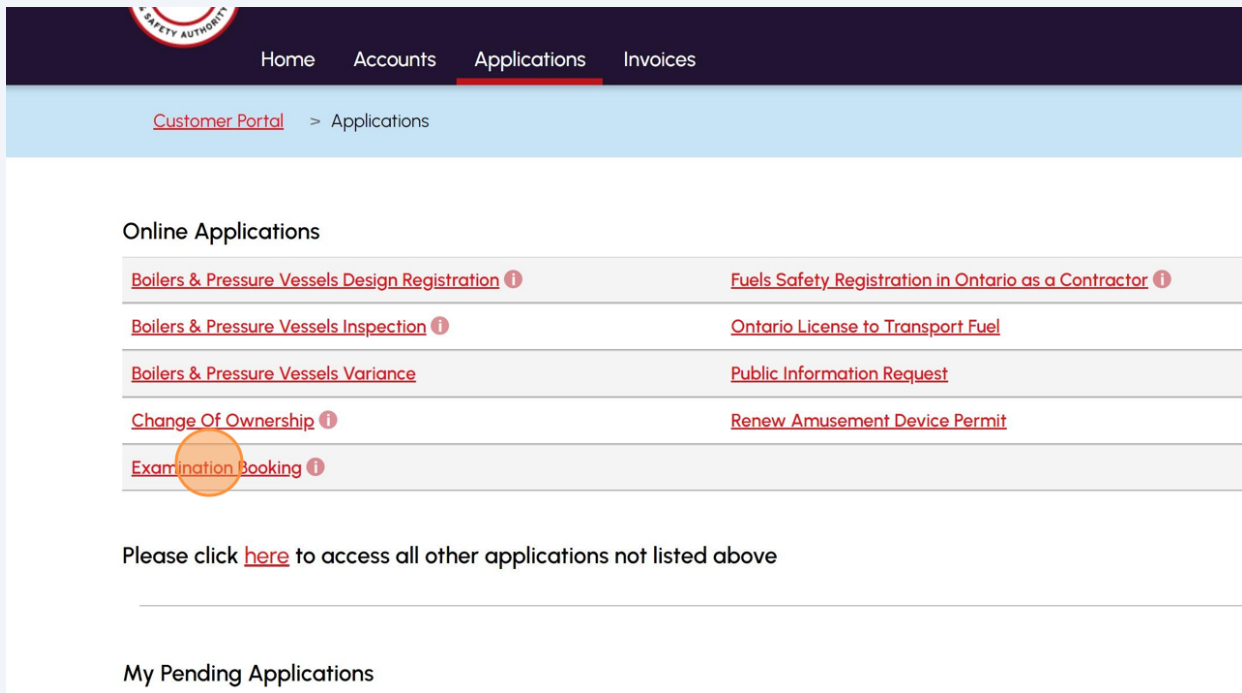
Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. submit an application request.

If you do not have an account with TSSA:

- Please create a Third-Party Submitter type account first.
- Then proceed to linking to the owner/operator you wish to submit an application request for.
- The [Consent to Grant Third Party Access] form will need to be completed

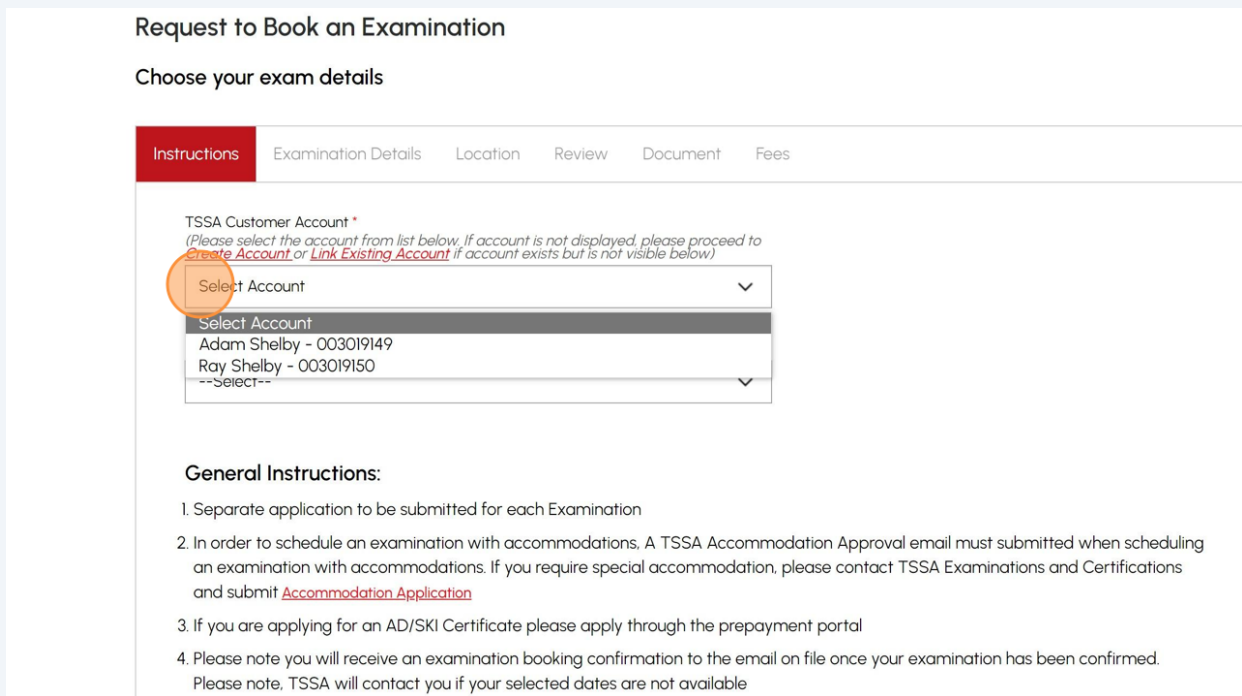
Create Account Link Existing Account

2 Click the "**Examination Booking**" hyperlink under "**Online Applications**".



The screenshot shows the TSSA Customer Portal navigation menu with 'Applications' selected. Below the menu, the breadcrumb path is 'Customer Portal > Applications'. The 'Online Applications' section contains a grid of links: 'Boilers & Pressure Vessels Design Registration', 'Fuels Safety Registration in Ontario as a Contractor', 'Boilers & Pressure Vessels Inspection', 'Ontario License to Transport Fuel', 'Boilers & Pressure Vessels Variance', 'Public Information Request', 'Change Of Ownership', 'Renew Amusement Device Permit', and 'Examination Booking'. The 'Examination Booking' link is circled in orange. Below the grid, there is a text prompt: 'Please click [here](#) to access all other applications not listed above'. At the bottom, there is a section for 'My Pending Applications'.

3 Click the "**TSSA Customer Account**" field and select an account from the dropdown list.



The screenshot shows the 'Request to Book an Examination' form. The 'Choose your exam details' section is active. The 'TSSA Customer Account' dropdown menu is open, showing a list of accounts: 'Select Account', 'Adam Shelby - 003019149', 'Ray Shelby - 003019150', and '--Select--'. The 'Adam Shelby - 003019149' option is selected. Below the dropdown, there are 'General Instructions' for the examination booking process.

General Instructions:

1. Separate application to be submitted for each Examination
2. In order to schedule an examination with accommodations, A TSSA Accommodation Approval email must submitted when scheduling an examination with accommodations. If you require special accommodation, please contact TSSA Examinations and Certifications and submit [Accommodation Application](#)
3. If you are applying for an AD/SKI Certificate please apply through the prepayment portal
4. Please note you will receive an examination booking confirmation to the email on file once your examination has been confirmed. Please note, TSSA will contact you if your selected dates are not available

4 Click the "Program Area" field and select "Operating Engineer".

Request to Book an Examination

Choose your exam details

Instructions Examination Details Location Review Document Fees

TSSA Customer Account *
(Please select the account from list below. If account is not displayed, please proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below)

Ray Shelby - 003019150

Program Area*

--Select--

--Select--

Elevating Devices

Fuels Safety

Operating Engineer

1. Separate application to be submitted for each Examination
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3. If you are applying for an AD/SKI Certificate please apply through the prepayment portal
4. Please note you will receive an examination booking confirmation to the email on file once your examination has been confirmed. Please note, TSSA will contact you if your selected dates are not available

5 Review the instructions and click "Next".

Instructions Examination Details Location Review Document Fees

TSSA Customer Account *
(Please select the account from list below. If account is not displayed, please proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below)

Ray Shelby - 003019150

Program Area*

Operating Engineer

General Instructions:

1. Separate application to be submitted for each Examination
2. In order to schedule an examination with accommodations, A TSSA Accommodation Approval email must submitted when scheduling an examination with accommodations. If you require special accommodation, please contact TSSA Examinations and Certifications and submit [Accommodation Application](#)
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4. Please note you will receive an examination booking confirmation to the email on file once your examination has been confirmed. Please note, TSSA will contact you if your selected dates are not available

Cancel Next

6 Answer, **"Is this a Re-write?"** Select **"Yes"** or **"No"**

Important: If you are re-writing an exam, refer to the "How to re-write an examination with or without accommodation" job aid.

Request to Book an Examination

Choose your exam details

The screenshot shows a web form with a navigation bar containing 'Instructions', 'Examination Details' (highlighted in red), 'Location', 'Review', 'Document', and 'Fees'. Below the navigation bar, the form contains several dropdown menus. The first dropdown, labeled 'Is this a Re-write?', has 'No' selected and is circled in orange. The second dropdown is labeled 'Labour Mobility*'. The third dropdown is labeled '--Select--'. The fourth dropdown is labeled 'Do you have an existing TSSA Certificate Number for the Program associated to this Application?' with 'Select' chosen. The fifth dropdown is labeled 'Are you applying to Reinststate a TSSA Certificate*' with 'Select' chosen.

7 Answer if you are booking **"Labour Mobility"**. Select **"Yes"** or **"No"**.

Request to Book an Examination

Choose your exam details

The screenshot shows the same web form as above. The 'Labour Mobility*' dropdown is circled in orange and has a dropdown menu open, showing 'No' and 'Yes' as options. The other dropdown menus remain the same as in the previous screenshot.

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Select an **"Examination Type"** from the dropdown list.

Important: Select examination type: OE AIT for the Labour Mobility Process and OE RST for the Reinstatement Process.

Instructions Examination Details Location Review Document Fees

Is this a Re-write?*

No

Labour Mobility*

No

Examination Type* (Please select OE AIT for Labour Mobility Process and OE RST for reinstatement process.)

--Select--

- Select--
- 1A-1
- 1A-2
- 1A-3
- 1A-4
- 1B-1
- 1B-2
- 1B-3
- 1B-4
- 2A-1
- 2A-2
- 2A-3
- 2B-1
- 2B-2
- 2B-3
- 3A-1
- 3A-2
- 3B-1
- 3B-2

Back Next

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Answer, "Do you have an existing TSSA Certificate Number for the Program associated to this Application?" Select "Yes" or "No".

Do you have an existing TSSA Certificate Number for the Program associated to this Application?

Select

Select

Yes

No

Is this exam booking for an additional examination type for an OE Certificate*

No

Cancel

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Anywhere you see an information icon, please click it for more

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If you selected "Yes" you have an existing TSSA Certificate Number, enter your "Certificate Number".

Do you have an existing TSSA Certificate Number for the Program associated to this Application?

Yes

Certificate Number*

Are you applying to Reinstate a TSSA Certificate*

No

Is this exam booking for an additional examination type for an OE Certificate*

No

Cancel

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Answer, "Are you applying to Reinstate a TSSA Certificate". Select "Yes" or "No".

Do you have an existing TSSA Certificate Number for the Program associated to this Application?

No

Are you applying to Reinstate a TSSA Certificate*

Select

- Select
- Yes
- No

Cancel

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Need Help?

Anywhere you see an information icon , please click it for more details.

If experiencing technical difficulties, please contact TSSA's Customer Contact Centre.

Available Monday to Friday from 8:00 a.m. to 5:00 p.m. (excluding holidays).

Toll-Free: 1-877-682-TSSA (8772)



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Answer, **Is this exam booking for an additional examination type for an OE Certificate?** Select "Yes" or "No".

Do you have an existing TSSA Certificate Number for the Program associated to this Application?

No

Are you applying to Reinstate a TSSA Certificate*

No

Is this exam booking for an additional examination type for an OE Certificate*

Select

- Select
- Yes
- No

Cancel

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Need Help?

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If you select **"Yes"** to this exam booking for an additional examination type for an OE Certificate, enter **the Work Order Number of the existing authorization work order.**

Do you have an existing TSSA Certificate Number for the Program associated to this Application?*

Are you applying to Reinstatement a TSSA Certificate?*

Is this exam booking for an additional examination type for an OE Certificate?*

Work Order Number of the existing authorization work order*

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Click the **"Next"** button to move to the **"Location"** tab.

Do you have an existing TSSA Certificate Number for the Program associated to this Application?*

Are you applying to Reinstatement a TSSA Certificate?*

Is this exam booking for an additional examination type for an OE Certificate?*

15 If you require **no** special accommodation to write your examination, select "**No**".

[Customer Portal](#) > [Applications](#) > Book An Exam

Request to Book an Examination

Choose your exam details

Instructions Examination Details **Location** Review Document Fees

Special Accommodations

Do you Require Special Accommodation?*

Select

Select
Yes
No
select

Alternate Examination Date*

Select

Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location

Cancel Back

16 If you require special accommodation, answer, "**Have you Requested Special Accommodation?**" Select "**Yes**" or "**No**".

Important: If you have **not** Requested Special Accommodation, please "Contact TSSA Examination & Certification to request a special accommodation".

Special Accommodations

Do you Require Special Accommodation?*

Yes

Preferred Examination Date*

Select

Have you Requested Special Accommodation?*

Select

Select
Yes
No
select

Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location

Cancel Back

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If you **Requested Special Accommodation**, answer, "**Have you received your Accommodation Approval Letter?**" Select "**Yes**" or "**No**".

Important: If you **have not** received your **Accommodation Approval Letter**, please Contact TSSA Examination & Certification to request a special accommodation.

Special Accommodations

Do you Require Special Accommodation?*
Yes

Have you Requested Special Accommodation?*
Yes

Have you received your Accommodation Approval Letter?*
Select

Alternate Examination Date*
Select

Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location

Cancel Back

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If you have received your **Accommodation Approval Letter**, select one of the following **Accommodation** options that have been approved by TSSA:

- Select All
- Extended Time to Complete Examinations
- Private Room/Distraction-Reduced Environment
- Use of Adaptive Technology, i.e. text to speech software
- Supervised Rest Breaks
- Large Print Examinations and/or Magnification Tools
- Other

Special Accommodations

Do you Require Special Accommodation?*
Yes

Have you Requested Special Accommodation?*
Yes

Have you received your Accommodation Approval Letter?*
Yes

Which of the following Accommodations do you require?*

Select All

Extended Time to Complete Examinations

Private Room/Distraction-Reduced Environment

Use of Adaptive Technology, i.e. text to speech software

Supervised Rest Breaks

Large Print Examinations and/or Magnification Tools

Other

Location

Preferred Location*

Alternate Location* (You may select the same location with a different time as an

19 Select your "**Preferred Examination Location**".

<div data-bbox="244 369 912 495"><p>OWEI PEME Select</p></div>	<p>Alternate Location* (You may select the same location as an alternate)</p> <div data-bbox="957 439 1422 495"><p>Select</p></div>
<p>Preferred Examination Date*</p> <div data-bbox="244 584 912 640"><p>Select</p></div>	<p>Alternate Examination Date*</p> <div data-bbox="957 584 1422 640"><p>Select</p></div>
<p><input type="checkbox"/> Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location.</p>	
<div data-bbox="665 757 1204 831"><p>Cancel Back Next</p></div>	

20 Select your "**Preferred Examination Date**".

<div data-bbox="466 1234 1134 1283"><p>Select</p></div>	<div data-bbox="1177 1234 1422 1283"><p>Select</p></div>
<p>Preferred Examination Date*</p> <div data-bbox="466 1368 1134 1429"><p>Select</p></div>	<p>Alternate Examination Date</p> <div data-bbox="1177 1368 1422 1429"><p>Select</p></div>
<p><input type="checkbox"/> Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location.</p>	
<div data-bbox="885 1547 1422 1619"><p>Cancel Back Next</p></div>	

21 Select your "**Alternative Location**".

Alternate Location* (You may select the same location with a different time as an alternate)

Alternate Examination Date*

to be scheduled for the next available date at the following location

Back

Next

22 Select your "**Alternative Examination Date**".

- 2024-07-10 9:00 AM
- 2024-08-01 9:00 AM
- 2024-08-21 9:00 AM
- 2024-08-26 9:00 AM
- 2024-09-04 9:00 AM
- 2024-09-21 9:00 AM
- 2024-10-07 12:59 PM
- 2024-10-11 9:00 AM
- 2024-10-17 9:00 AM

If Alternate date be unavailable, I agree to be scheduled for the next available date at the following

Cancel

Back

Next

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Place a checkbox beside **"Should the Preferred/Alternate date be unavailable, I agree to schedule the exam for the next available date at the following locations"** if required and select the **"Location"**.

ALGONGUI	▼	BELLE
1385 Woodroffe Ave Nepean ON K2G 1V8		135 North Fr ON K8P 3B6
Preferred Examination Date*		Alternate Ex
2024-01-10 8:00 AM	▼	2024-03-



Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location

Select the Location*

THUNDER L

▼

189 Red
Unit 103
ON P7B

24

Click the **"Next"** button to review your submission.

North Front Street Belle
K8F

Alternate Examination Date*

2024-03-20 8:00 AM

I agree to be scheduled for the next available date at the following location

▼

Cancel Back **Next**

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Review your submission.

Examination Details	Exam Type:	Is it a re write?: No
	Have you completed your Accredited Training Course?: Select	Training Provider:
Location	Preferred Location: ALGONQU 1385 Wood Preferred Date: 2024-01-10 8:00 AM	Alternate Location: BELLE North Front Street Belleville ON K8P Alternate Date: 2024-03-20 8:00 AM
	Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location : Yes	Location: THUNDER Road Uni Thunder Bay ON P7B
	Do you Require Special Accommodation?: Yes	Have you Requested Special Accommodation?: Yes
<input type="checkbox"/> I have read and understood the Registration and Examination Procedures <i>(Click on the link to review procedures)</i>		
<input type="checkbox"/> I agree to all the terms mentioned on the Disclaimer <i>(Click on link to review the disclaimer)</i>		
<input type="checkbox"/> I agree to Terms of the Application Declaration <i>(Click on link to review the terms)</i>		

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Read and Accept the Terms & Conditions for the following:

- I have read and understood the Registration and Examination Procedures
- I agree to all the terms mentioned on the Disclaimer
- I agree to the Terms of the Application Declaration

Once all three Terms & Conditions are accepted, a check mark will be placed beside it.

Should the Preferred/ Alternate date be unavailable, I agree to be scheduled for the next available date at the following location : Yes

Do you Require Special Accommodation?: Yes



I have read and understood the [Registration and Examination Procedures](#)
(Click on the link to review procedures)

I agree to all the terms mentioned on the [Disclaimer](#)
(Click on link to review the disclaimer)

I agree to [Terms of the Application Declaration](#)
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 16, 2024

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Enter your **Full Name** to sign the form electronically and click the **"Send Request"** button to begin submitting any documents.

Do you require special accommodations? Yes

I have read and understood the [Registration and Examination Procedures](#)
(Click on the link to review procedures)

I agree to all the terms mentioned on the [Disclaimer](#)
(Click on link to review the disclaimer)

I agree to [Terms of the Application Declaration](#)
(Click on link to review the terms)

Please enter your full name to sign electronically*

|

January 16, 2024

Application cannot be edited after you proceed to Next stage. Please review and confirm all details.

Send Request

After you submit your Application Request, TSSA will contact via email regarding your examination/submission

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Click on **"Browse"** to add the **"Additional Required Documentation."**

Important: The following file formats are accepted: JPEG, PNG, ZIP, and PDF. Otherwise, an error notification.

Accounts > Applications > Book An Exam

Request to Book an Examination

Choose your exam details

Instructions Examination Details Location Review **Document** Fees

For the Required/Mandatory documents, you may click browse again, to modify an uploaded file.

Additional Documentation (Optional)

Please upload a file
File Formats: JPEG, PNG, ZIP, PDF

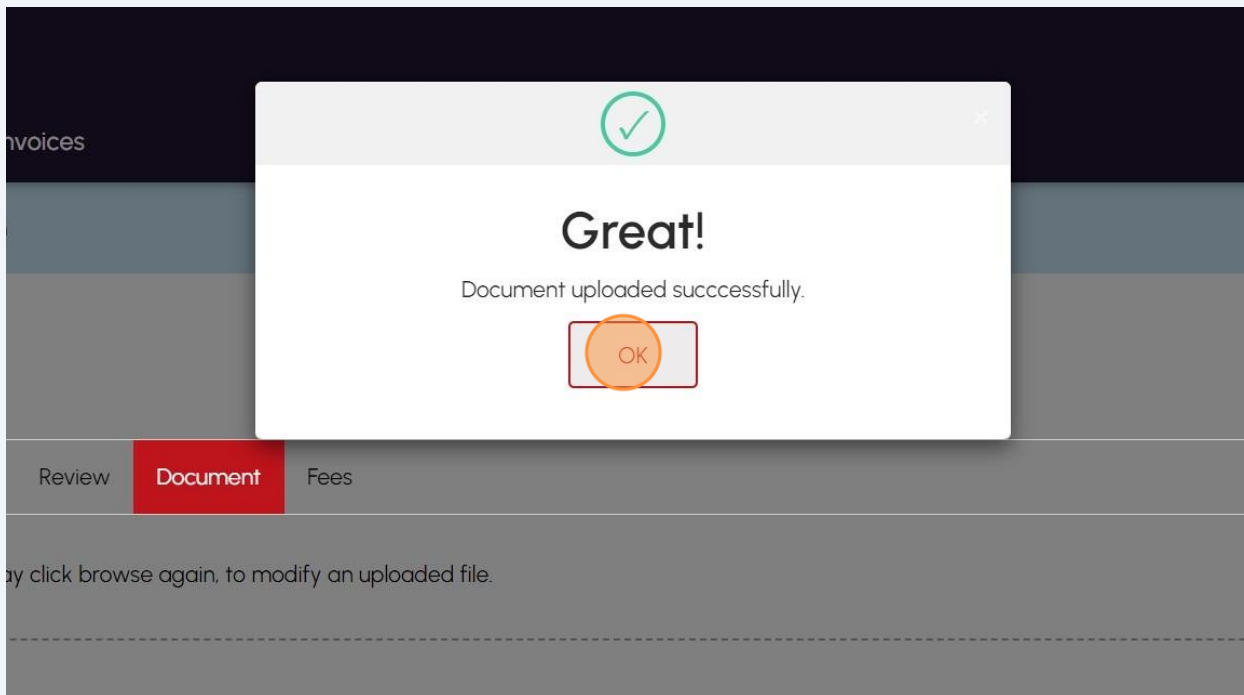
Browse

+ Add Another Document

Next

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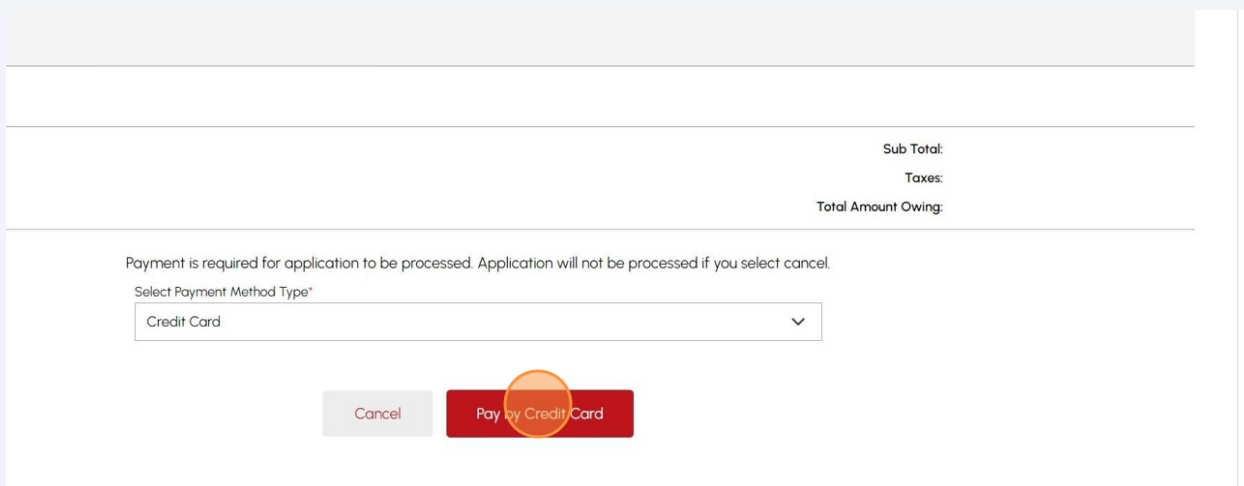
A notification will appear when the document has been uploaded successfully. Click **"OK"** to close the window and click the **"Next"** button.



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Review the details and **"Total Amount Owning"** and select the **"Credit Card"** method for payment. Click on **"Pay by Credit Card"**.

Important: Credit Card is the only method for payment for the **"Operating Engineering"** examination.



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Click the "**Click to proceed to Secure Page**" button to enter your credit card details.

Amount to Pay:

304.43

Payment Id :

PortalTxn_2189

Application Number

AP00001567

[Click to proceed to Secure Page](#)

32 Enter the **Credit Card details:**

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

The screenshot shows a credit card payment form with the following fields and elements:

- Payment logos: VISA, Mastercard, American Express, DISCOVER, and JCB.
- Cardholder Name: Input field containing "David Smith".
- Card Number: Input field containing "5454 5454 5454 5454" with a Mastercard logo on the right.
- MM/YY: Input field containing "09/29".
- CVV: Input field containing "100", with a red circle highlighting the field and a question mark icon to its left.
- Total: Text label below the payment fields.
- Back: Text link on the bottom left.
- Checkout: Blue button on the bottom right.

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Click "**Checkout**" to process the payment.

The screenshot shows a payment form with the following fields and elements:

- Payment logos: VISA, Mastercard, American Express, DISCOVER, and JCB.
- Cardholder Name:
- Card Number: with a Mastercard logo on the right.
- MM/YY:
- CW: with a help icon (?)
- Total: A horizontal line followed by the text "Total".
- Buttons: "Back" on the left and "Checkout" on the right. The "Checkout" button is highlighted with a red circle.

34 The transaction receipt will appear. Click "**Print**" for a copy for your records.

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

Transaction Approved



Transaction Approved

Order Number : PortalTxn_2178

Application_Number : AP0000

Amount:

First6 and Last4 Digit of Card Number: 5454545454


Transaction Type:200

Approval Code : KN12

Reference Number : 66018854001

Transaction Number : 2339-

Transaction Datetime : 2024-01-11 11:07:53

 Congratulations! You have reviewed how to submit an application for the "Operating Engineer" Examination in the TSSA Client Portal.

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