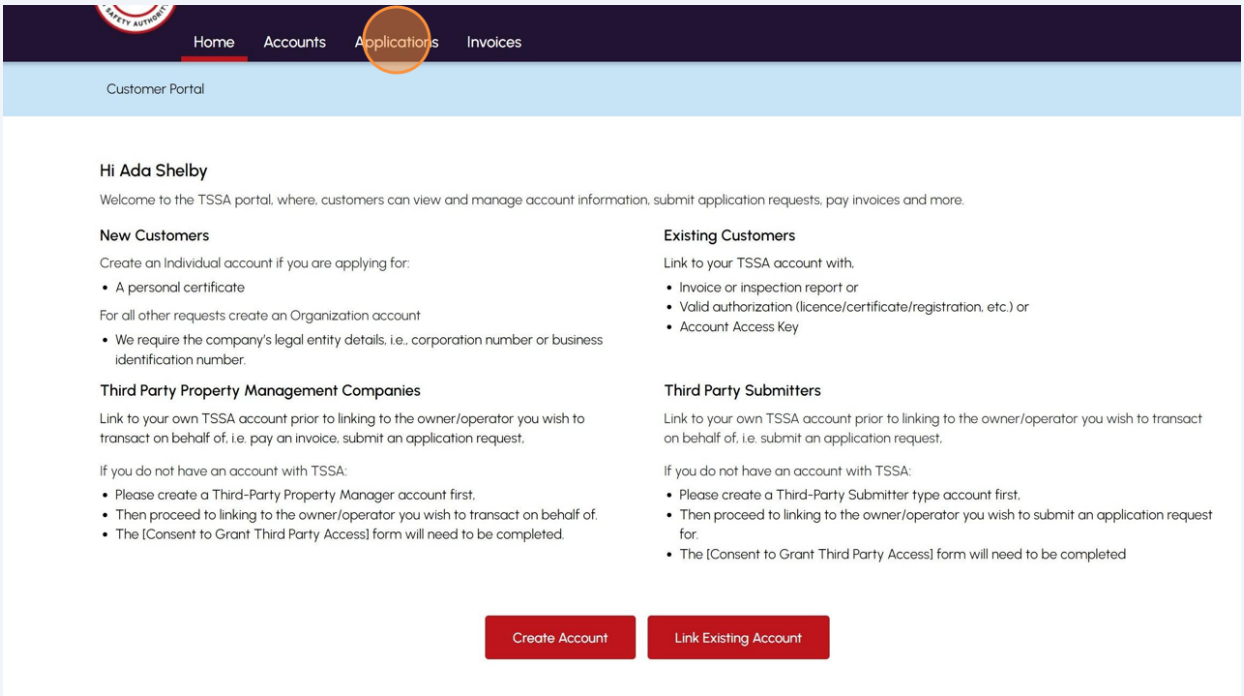
How to Book "Operating Engineer" Examination

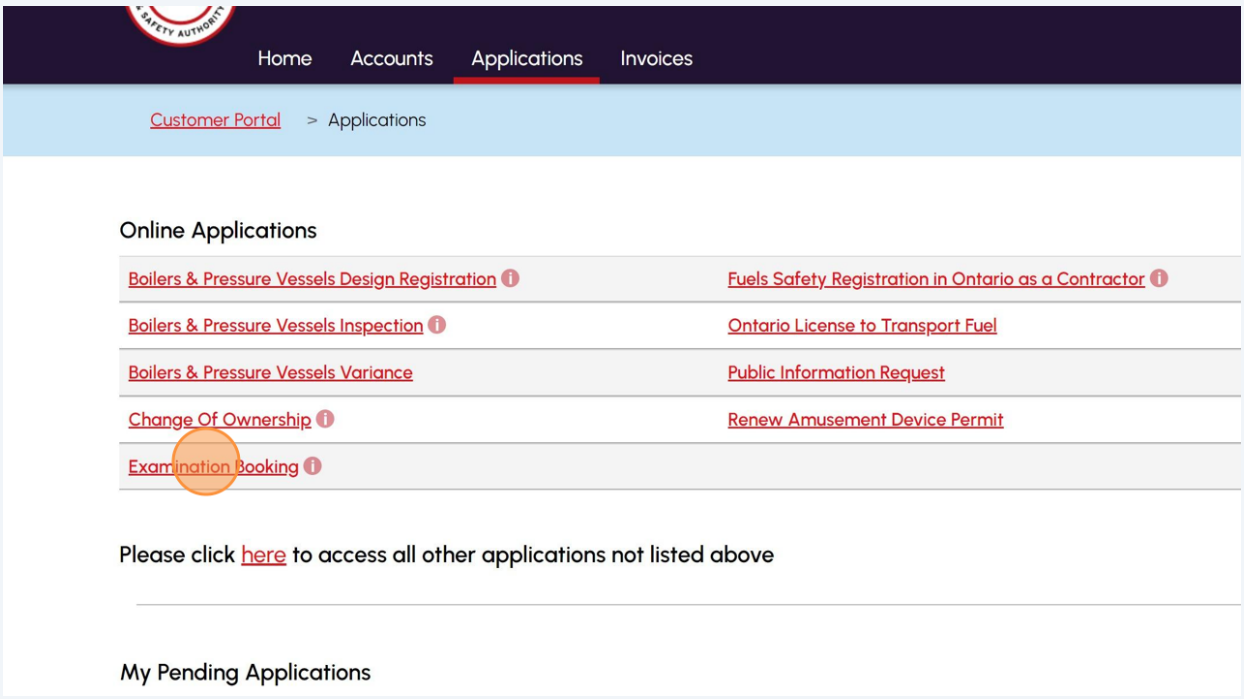
This guide will provide you with step-by-step instructions on how to book an "Operating Engineer" Examination in the TSSA Client Portal.

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.

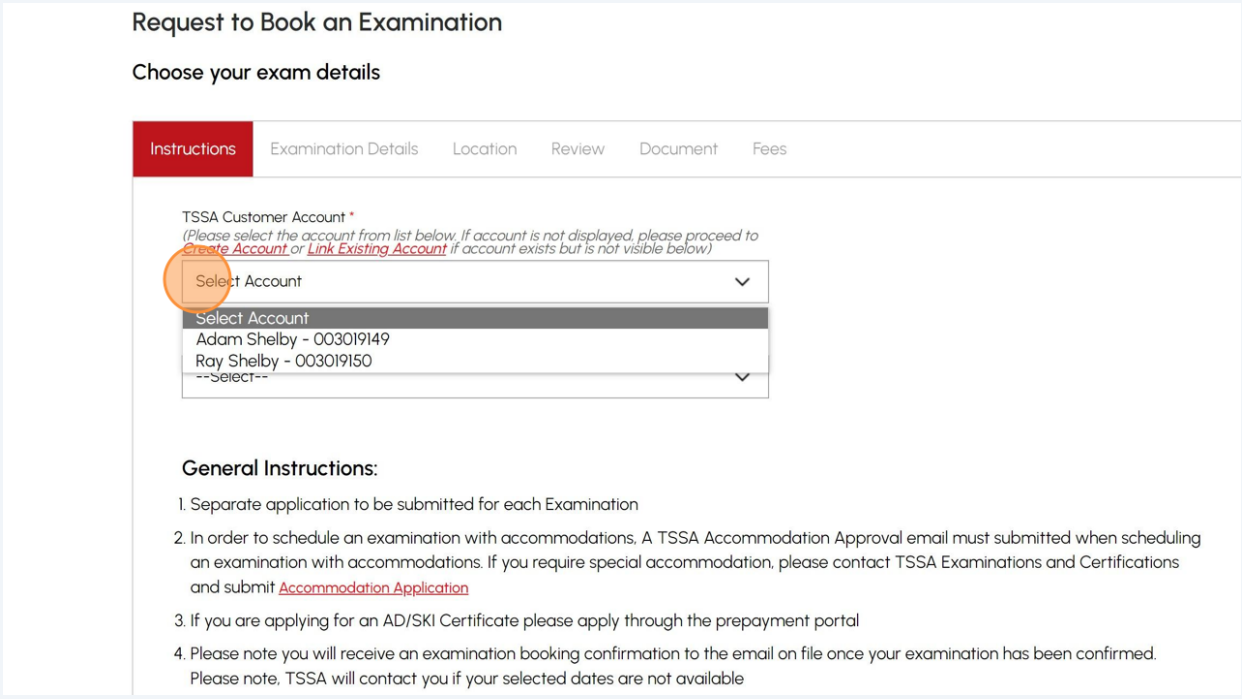
1 From the Client Portal homepage, click the **"Applications"** tab.



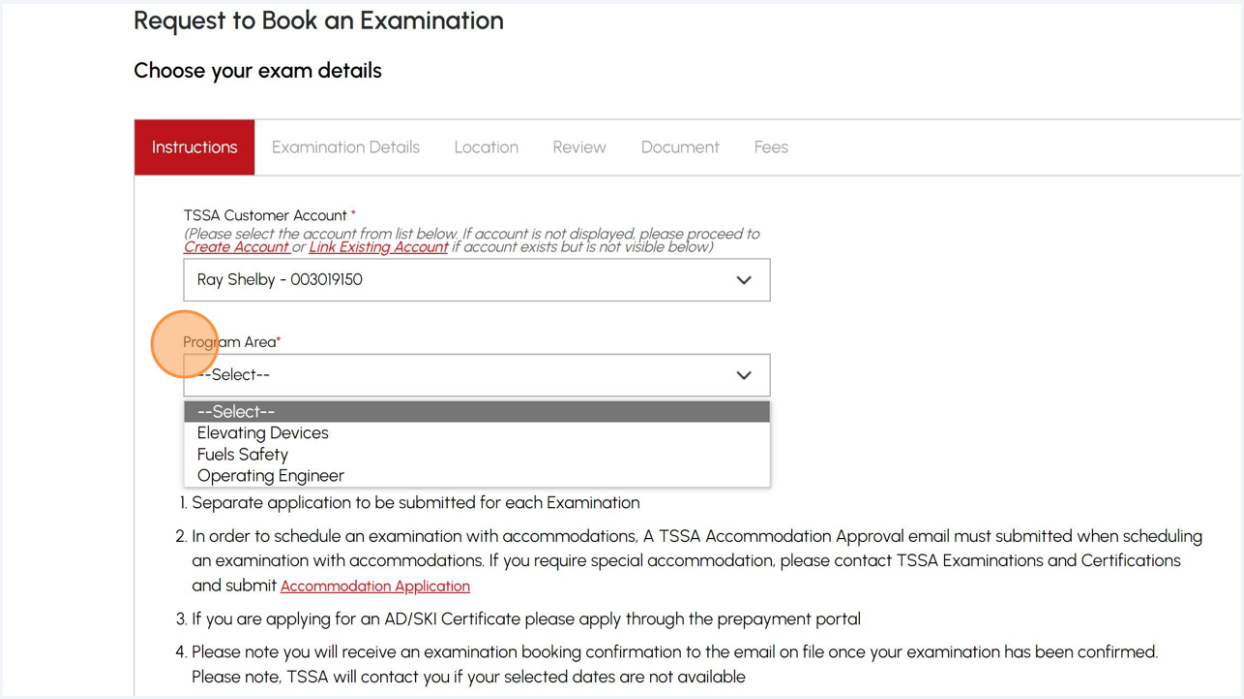
2 Click the **"Examination Booking"** hyperlink under **"Online Applications"**.



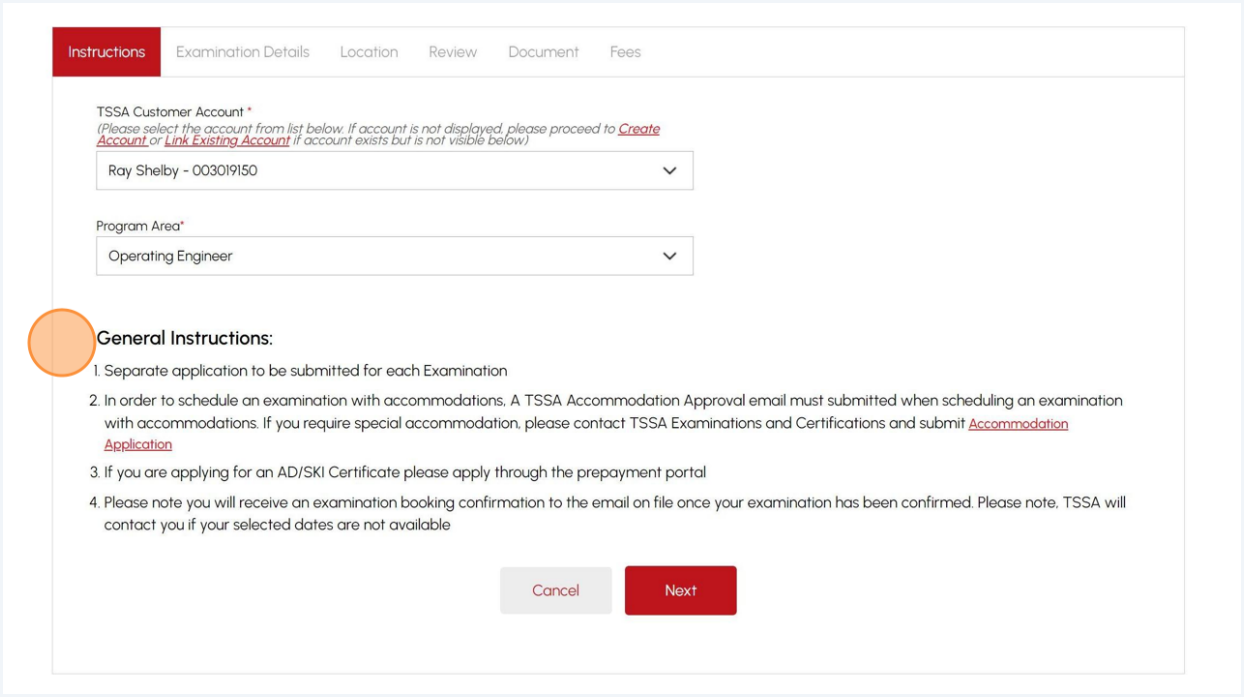
3 Click the "**TSSA Customer Account**" field and select an account from the dropdown list.



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

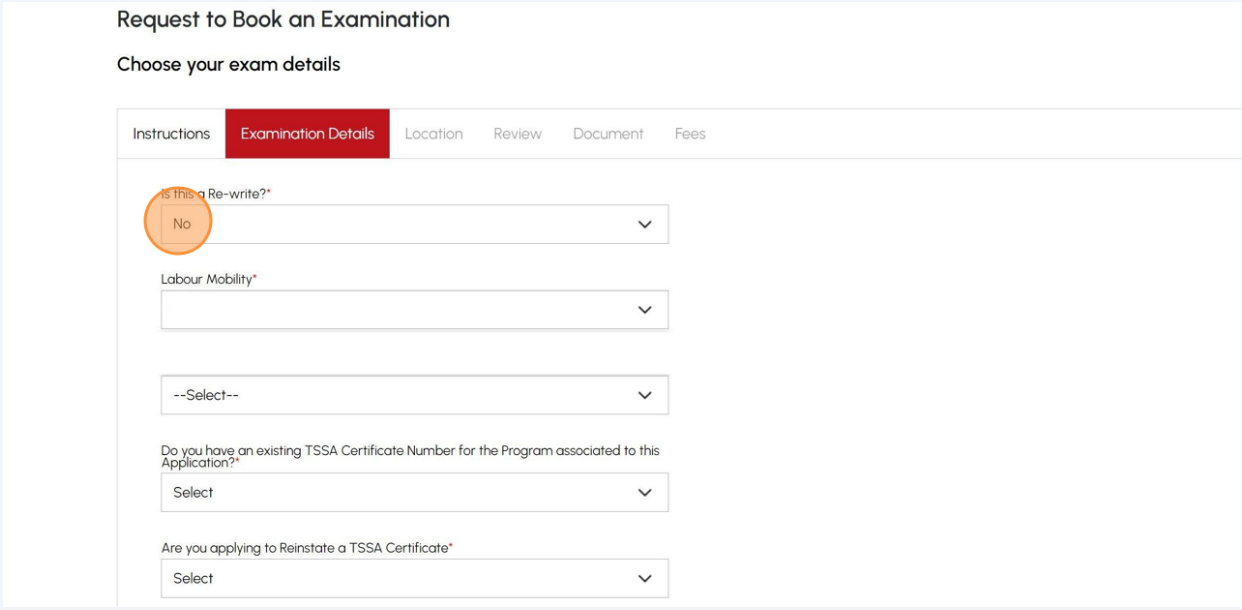


5 Review the instructions and click **"Next"**.

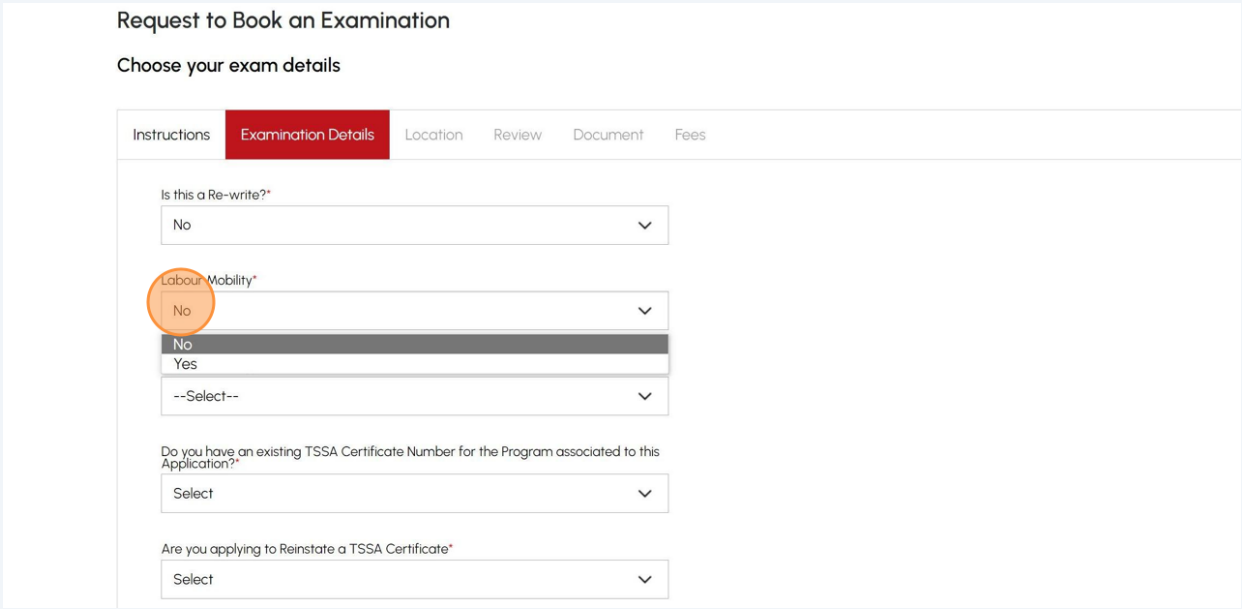


6 Answer, **"Is this a Re-write?"** Select **"Yes**" or "**No**"

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

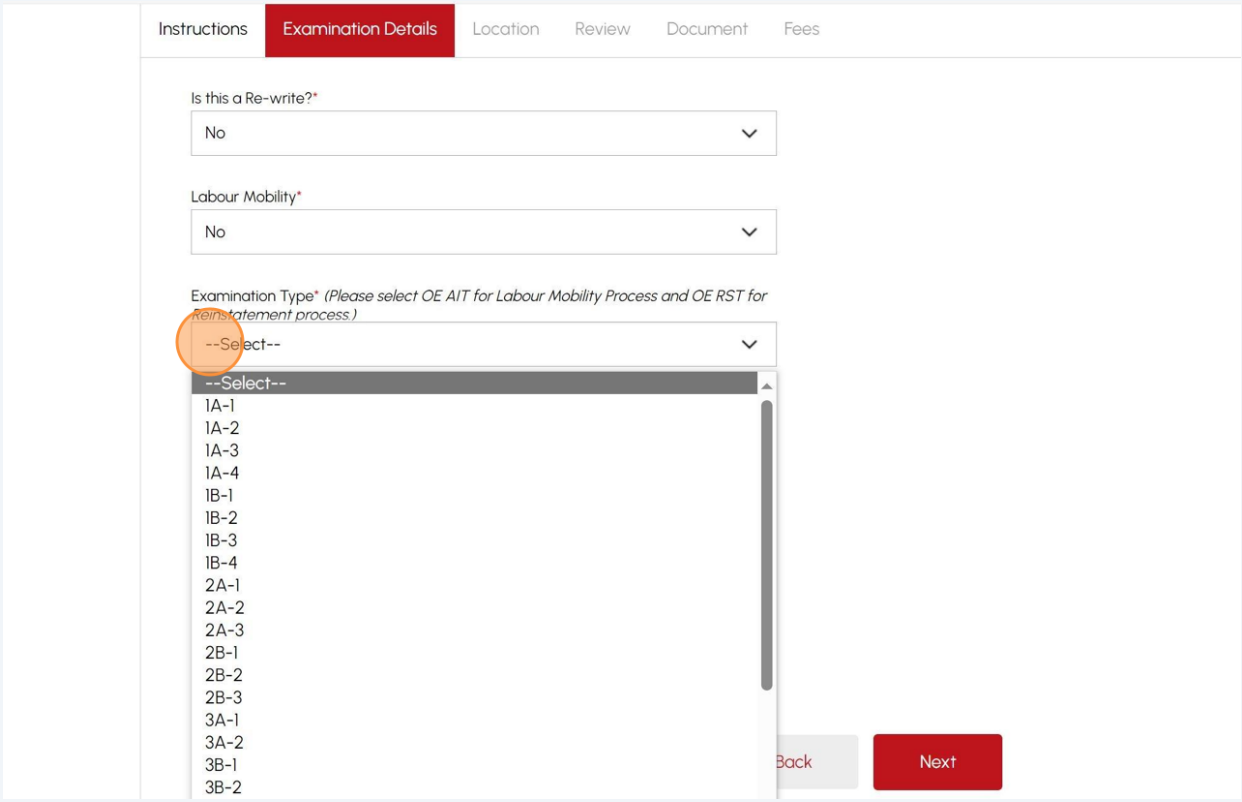


7 Answer if you are booking **"Labour Mobility".** Select **"Yes"** or **"No".**

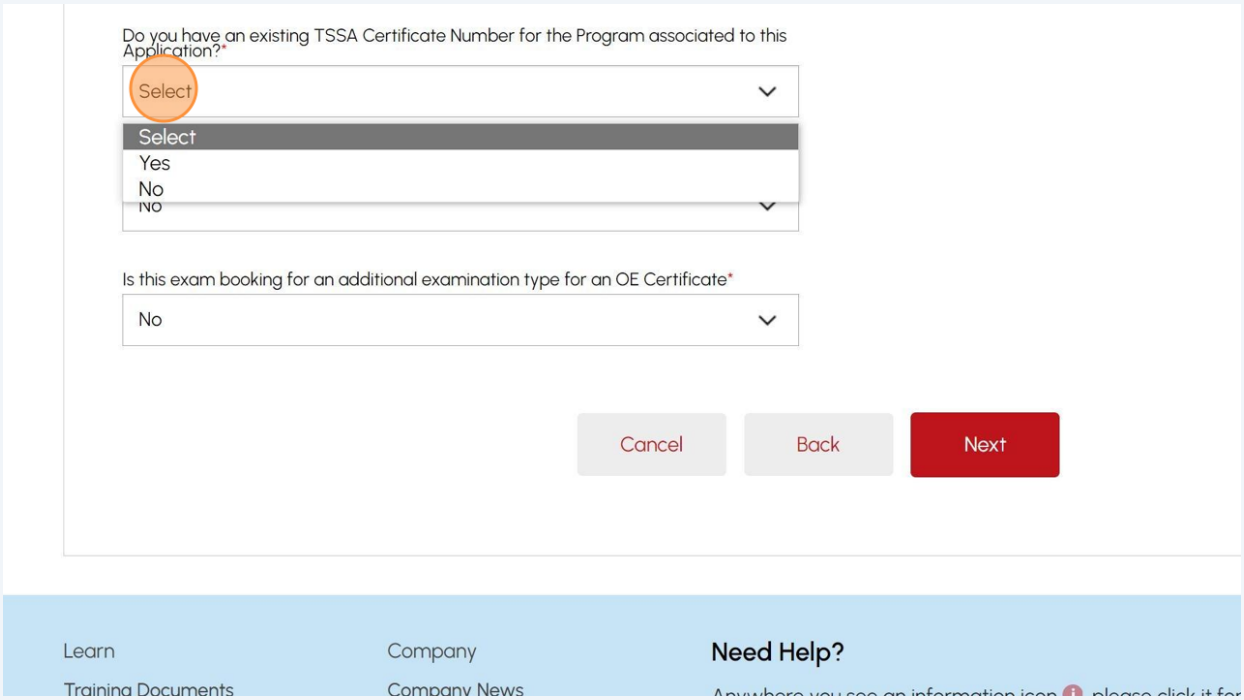


8 Select an **"Examination Type"** from the dropdown list.

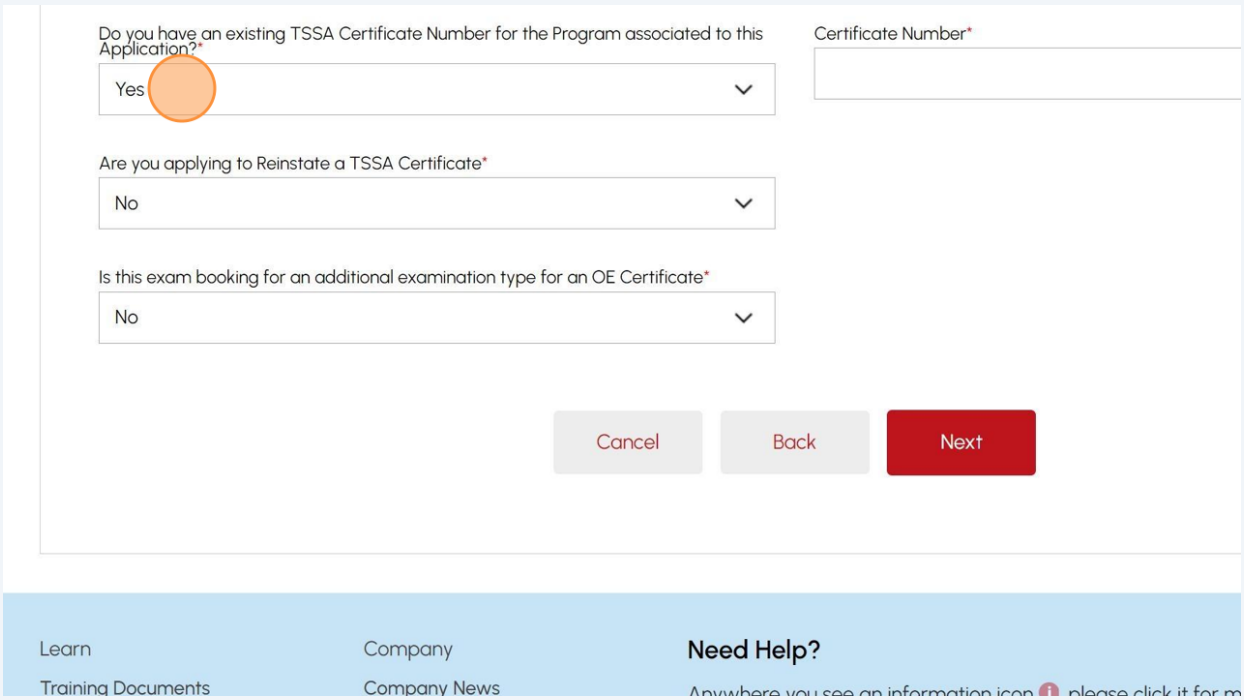
Important: Select examination type: OE AIT for the Labour Mobility Process and OE RST for the Reinstatement Process.



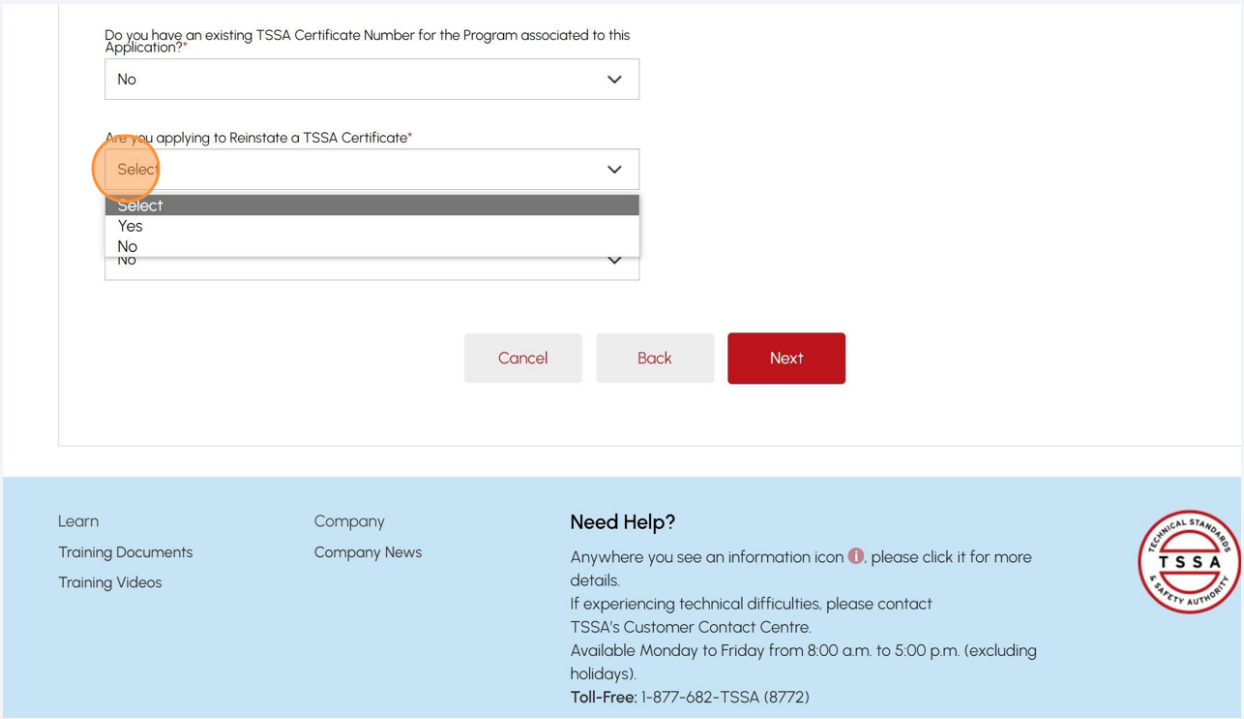
9 Answer, **"Do you have an existing TSSA Certificate Number for the Program associated to this Application?"** Select "**Yes**" or "**No**".



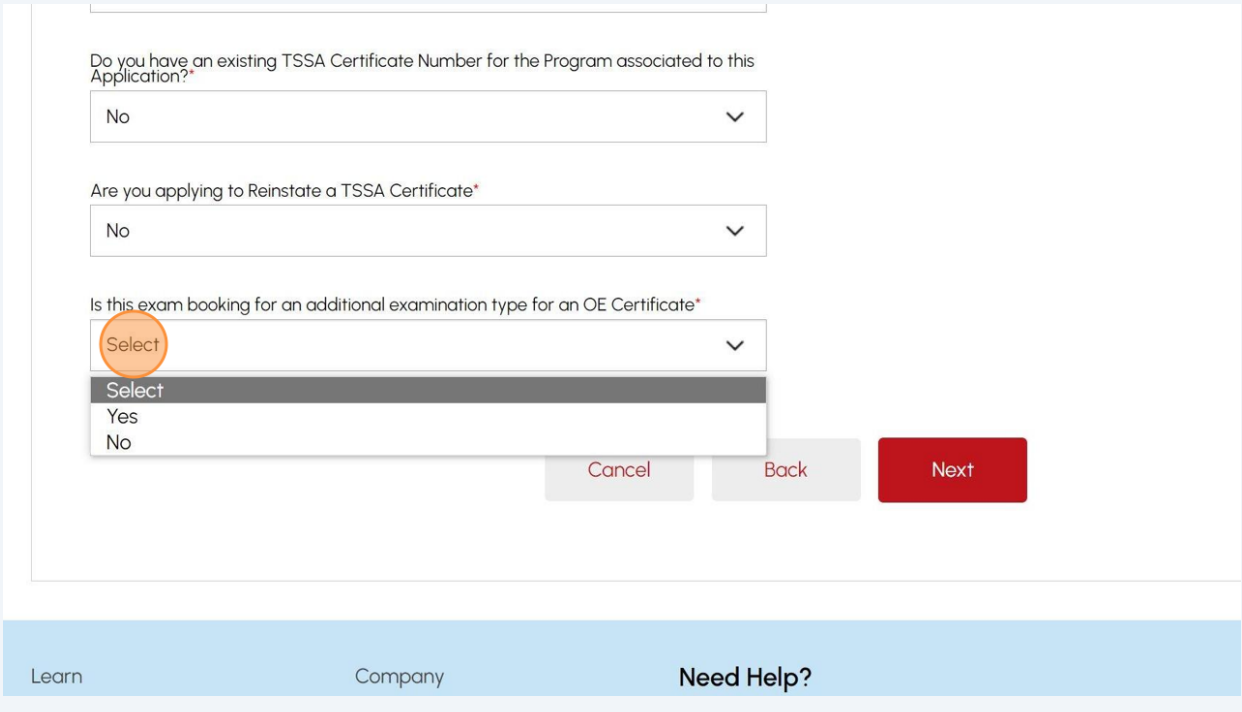
10 If you selected **"Yes"** you have an existing TSSA Certificate Number, enter your **"Certificate Number".**



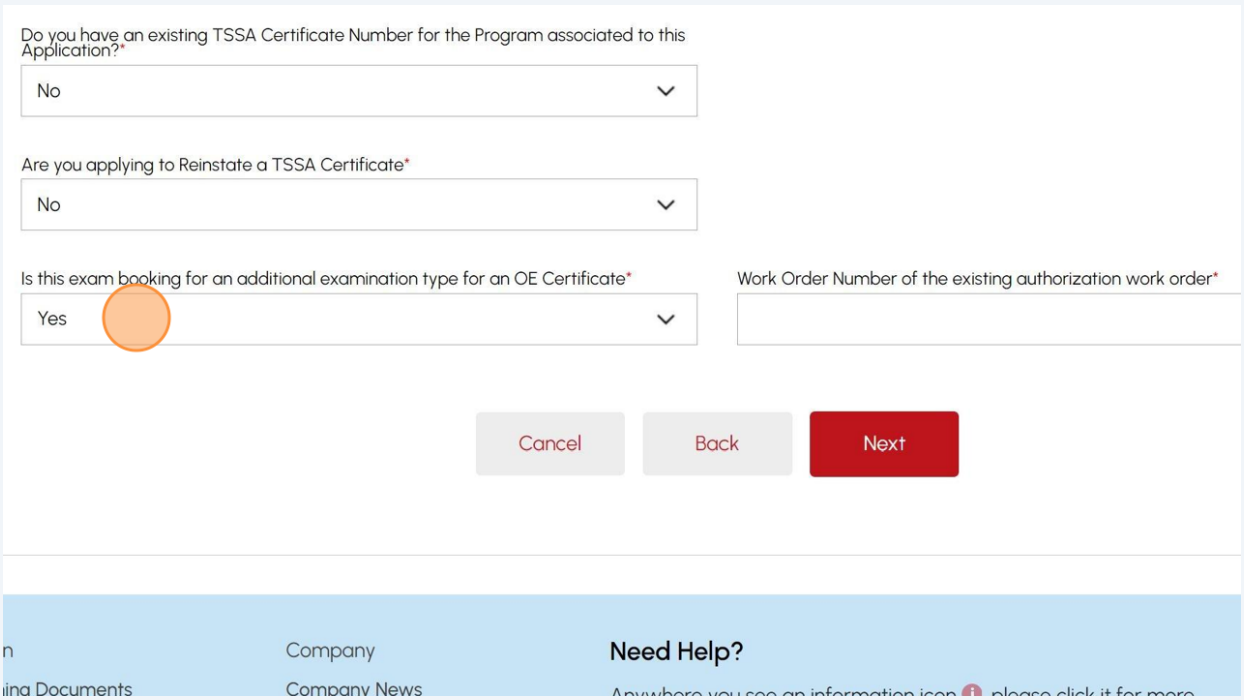
11 Answer, **"Are you applying to Reinstate a TSSA Certificate".** Select **"Yes"** or **"No".**



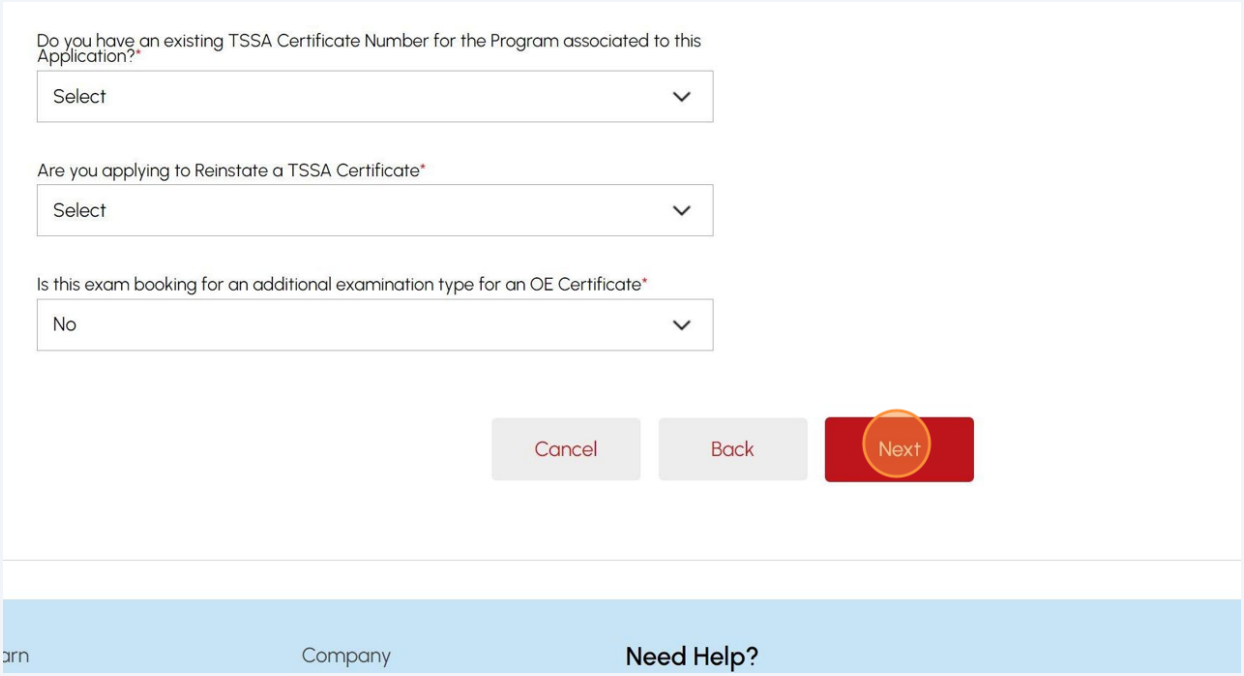
12 Answer, **Is this exam booking for an additional examination type for an OE Certificate?** Select **"Yes"** or **"No"**.



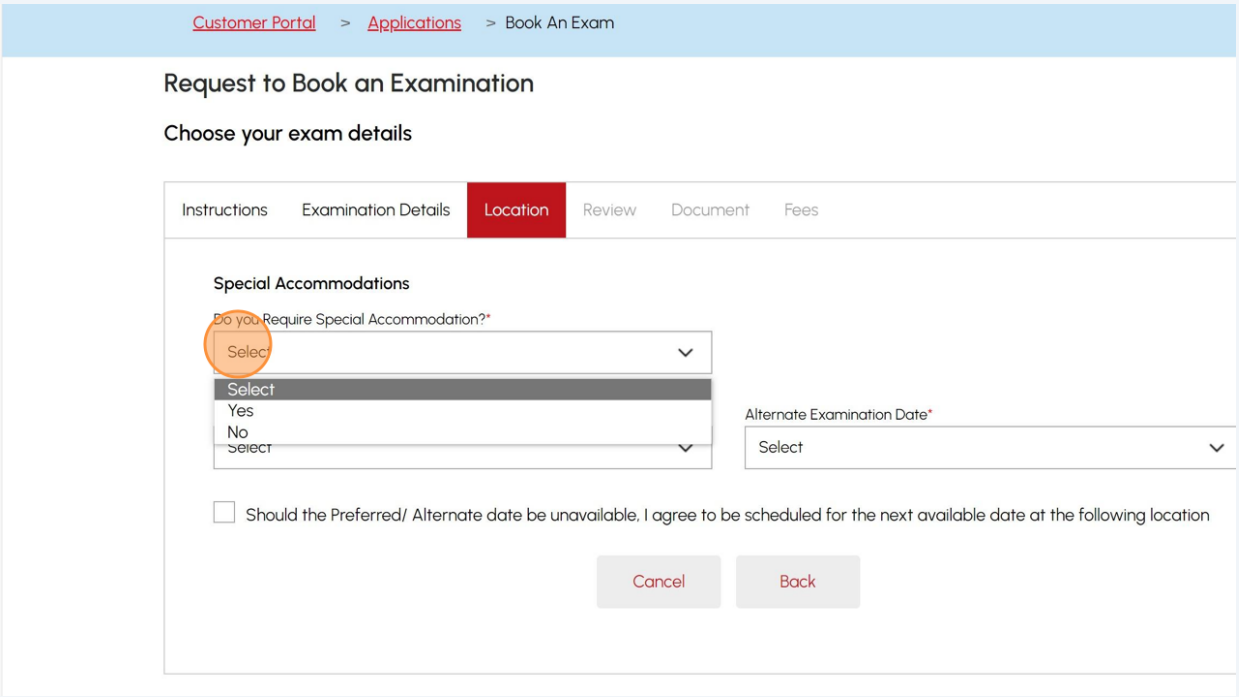
13 If you select **"Yes"** to this exam booking for an additional examination type for an OE Certificate, enter **the Work Order Number of the existing authorization work order.**



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

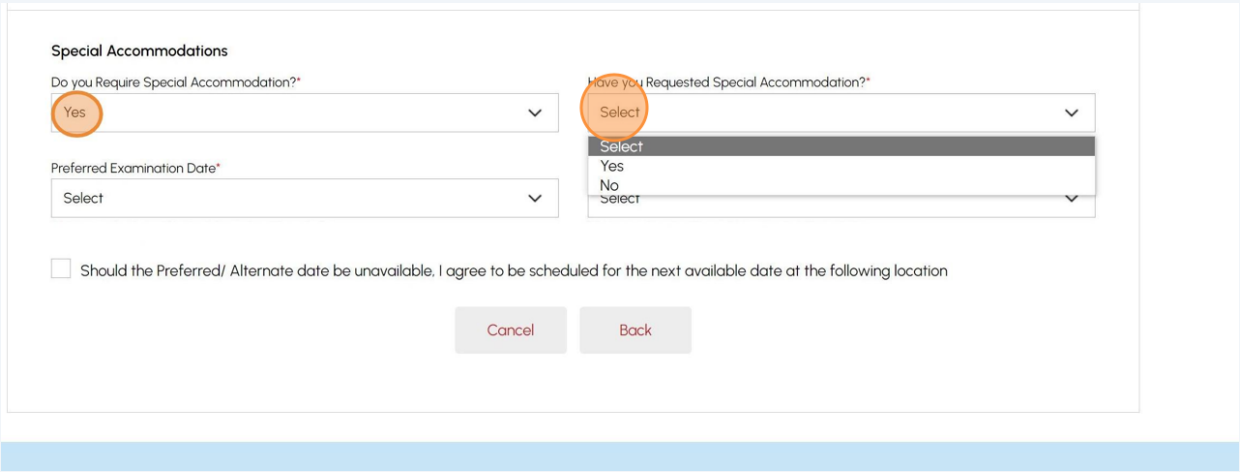


15 If you require **no** special accommodation to write your examination, select **"No".**



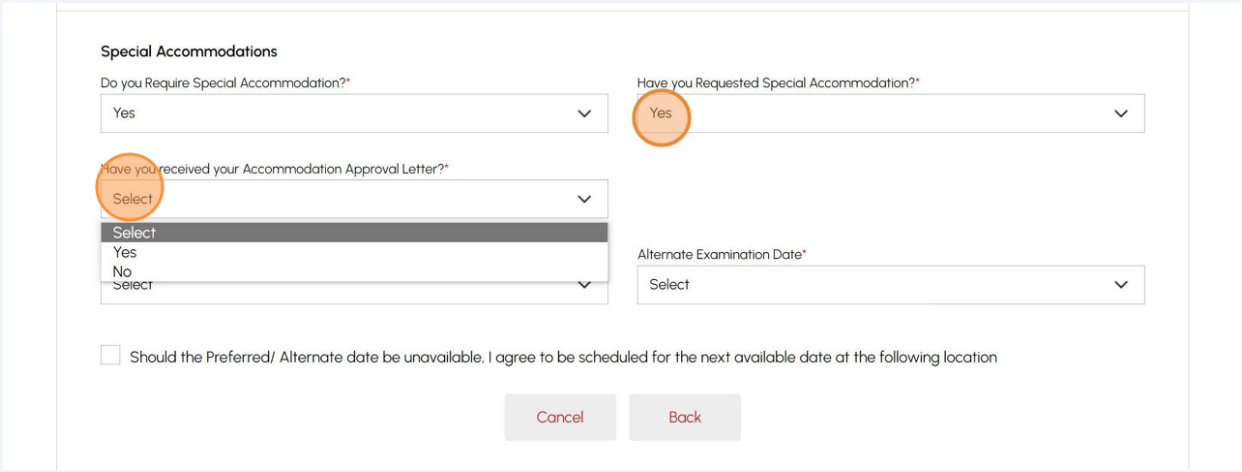
16 If you require special accommodation, answer, **"Have you Requested Special Accommodation?"** Select "**Yes**" or "**No**".

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



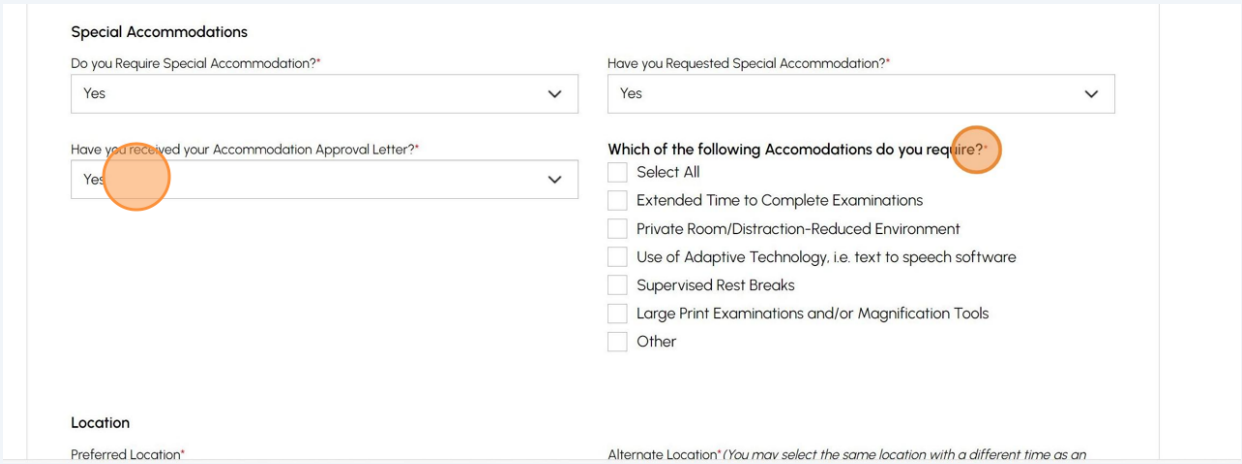
17 If you **Requested Special Accommodation,** answer, **"Have you received your Accommodation Approval Letter?"** Select "**Yes**" or "**No**".

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

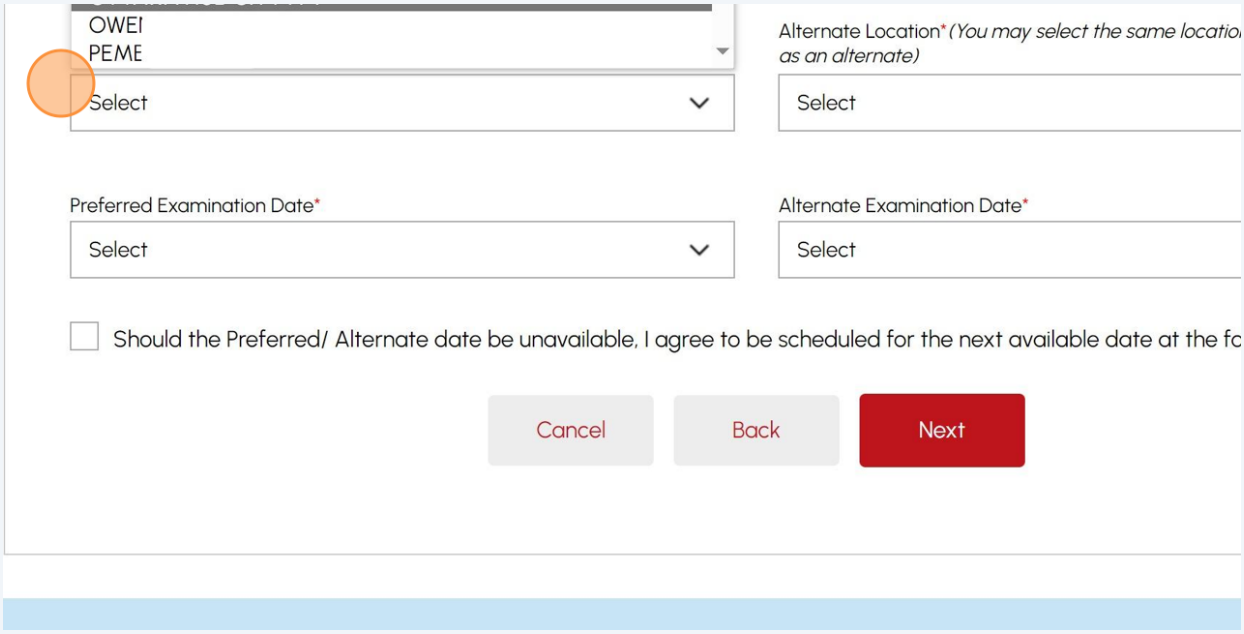


18 If you have received your **Accommodation Approval Letter,** select one of the following **Accommodation** options that have been approved by TSSA:

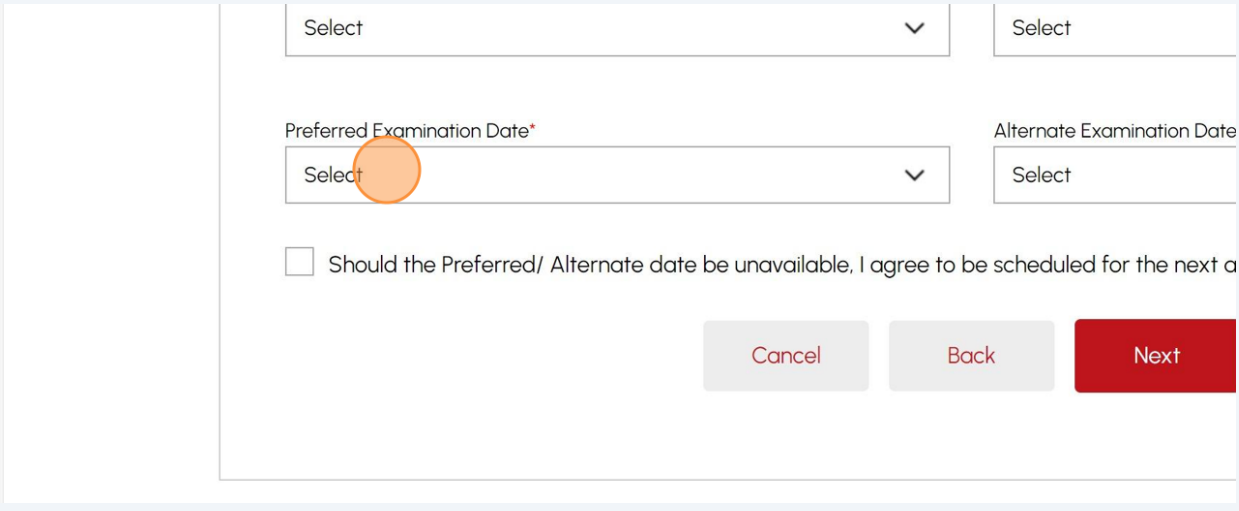
- Select All
- Extended Time to Complete Examinations
- Private Room/Distraction-Reduced Environment
- Use of Adaptive Technology, i.e. text to speech software
- Supervised Rest Breaks
- Large Print Examinations and/or Magnification Tools
- Other



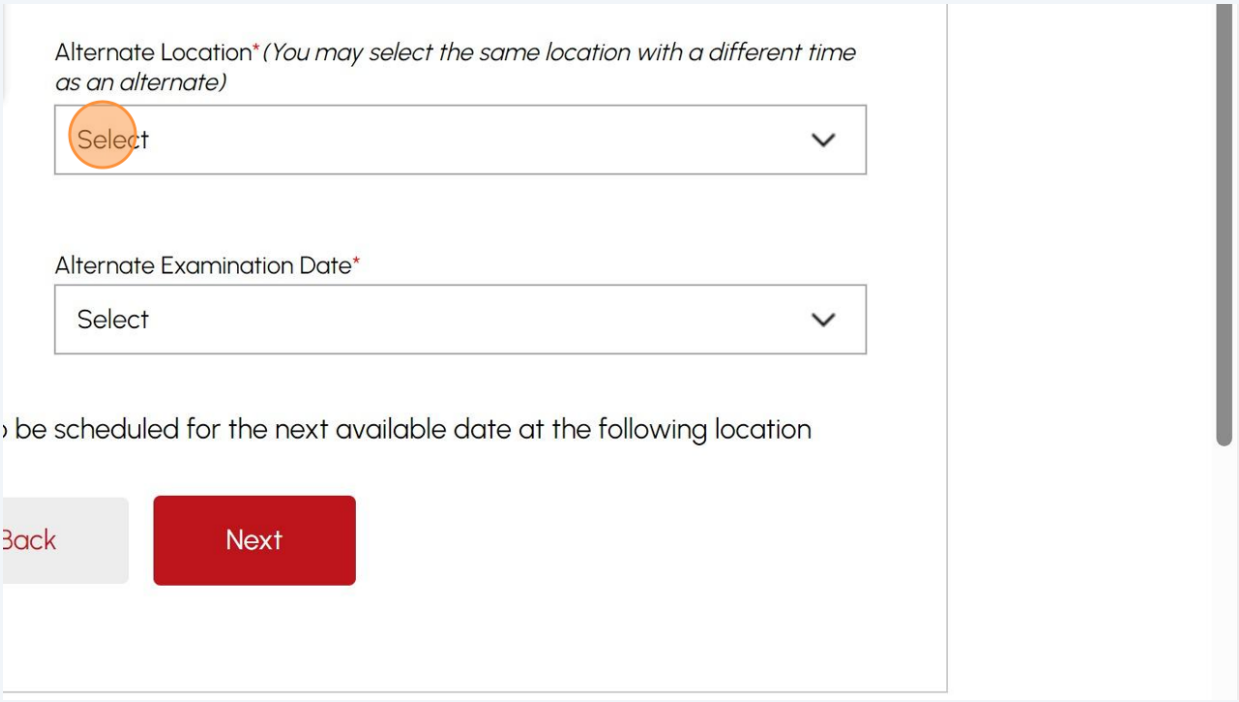
19 Select your "**Preferred Examination Location**".



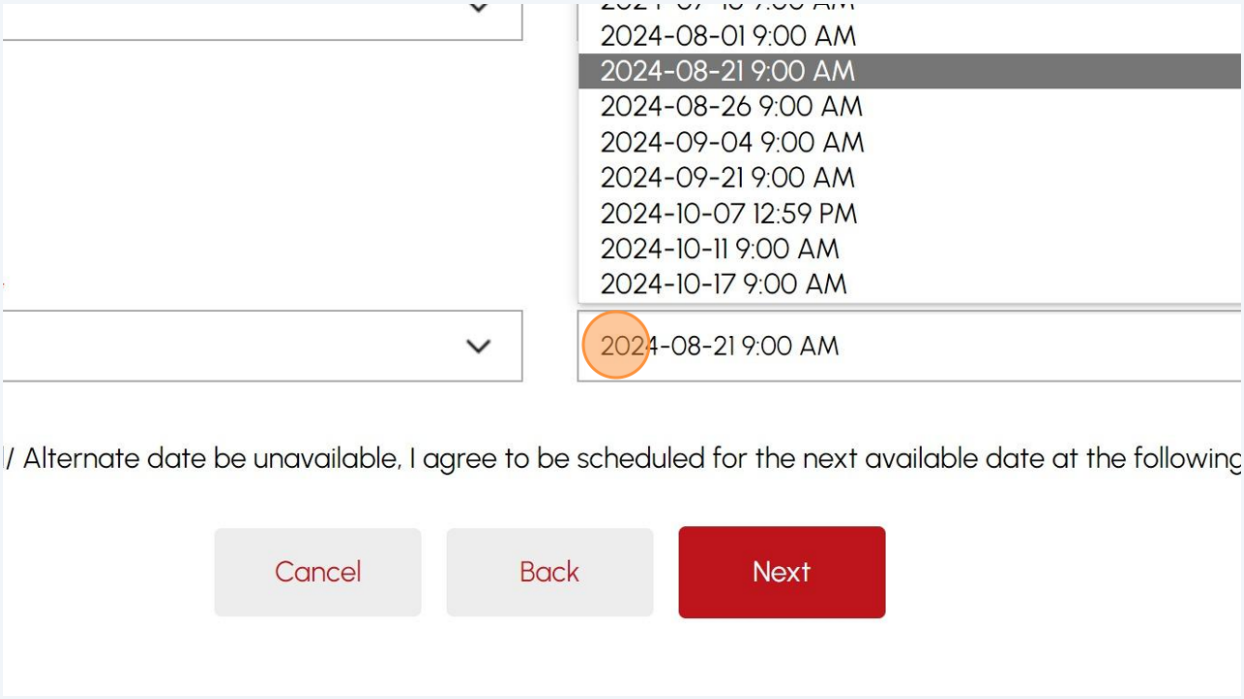
20 Select your "**Preferred Examination Date**".



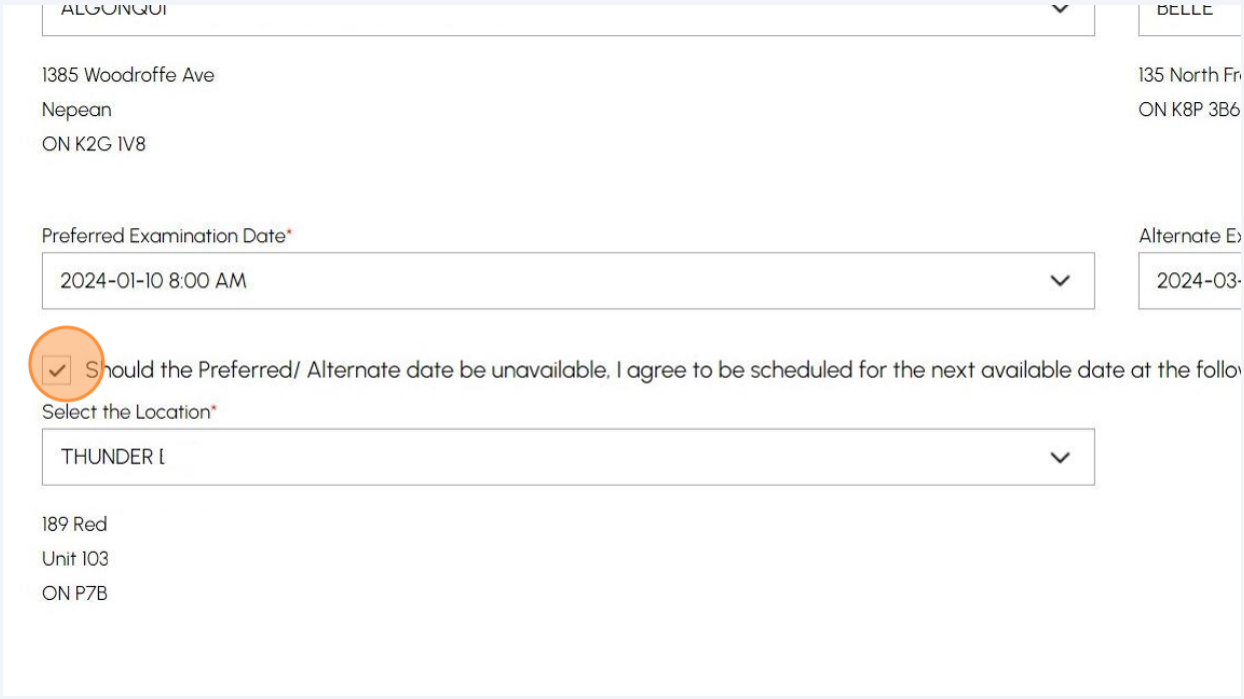
21 Select your "**Alternative Location**".



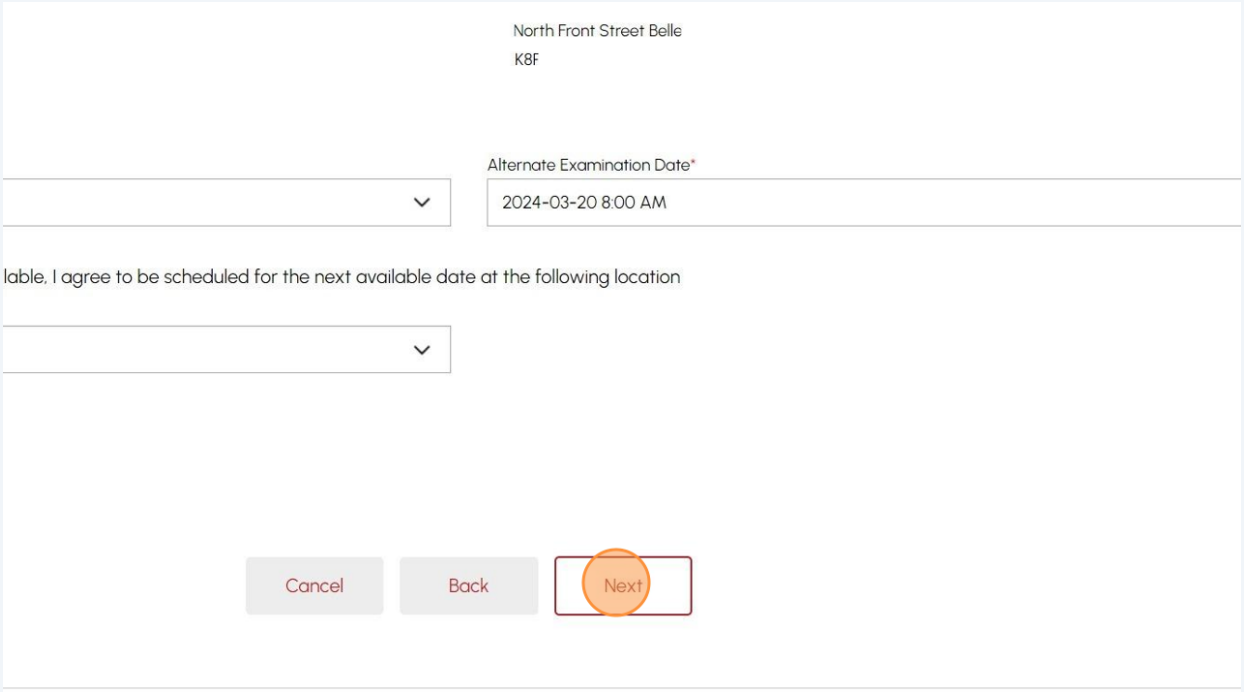
22 Select your "**Alternative Examination Date**".



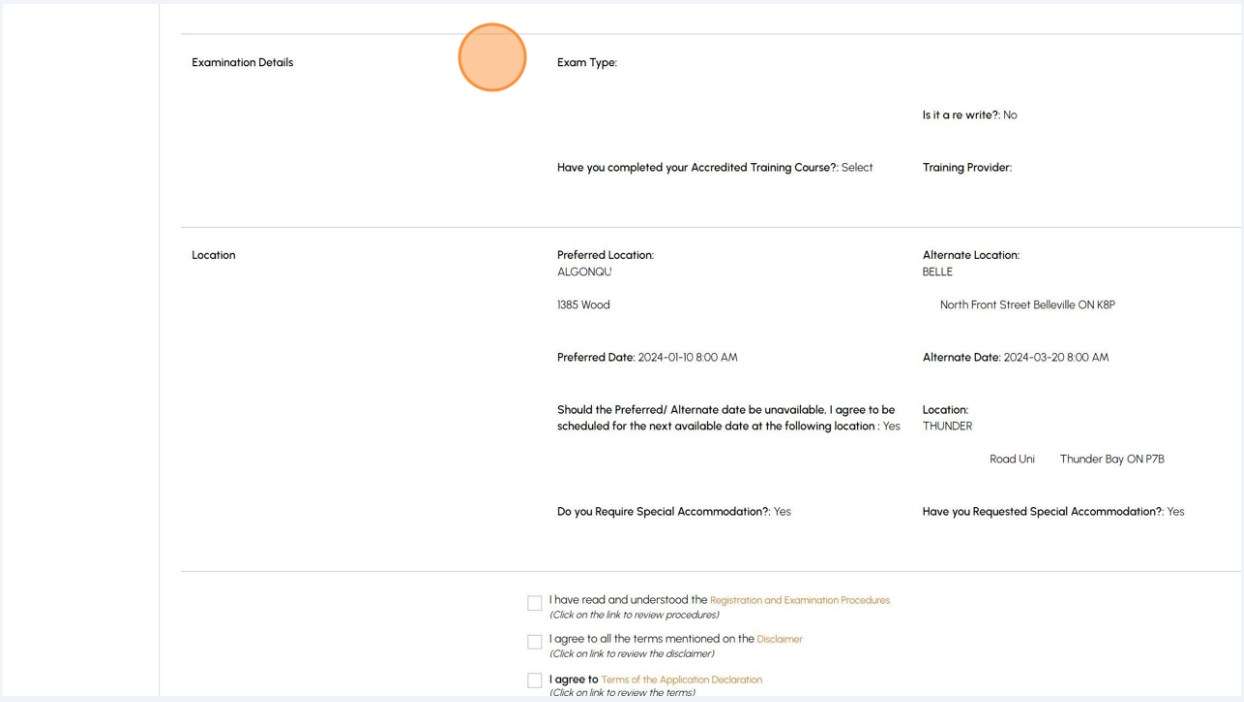
23 Place a checkbox beside **"Should the Preferred/Alternate date be unavailable, I agree to schedule the exam for the next available date at the following locations"** if required and select the **"Location"**.



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



25 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

Alternate Location:
BELLE

North Front Street Belleville ON K8P

Preferred Date: 2024-01-10 8:00 AM

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

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

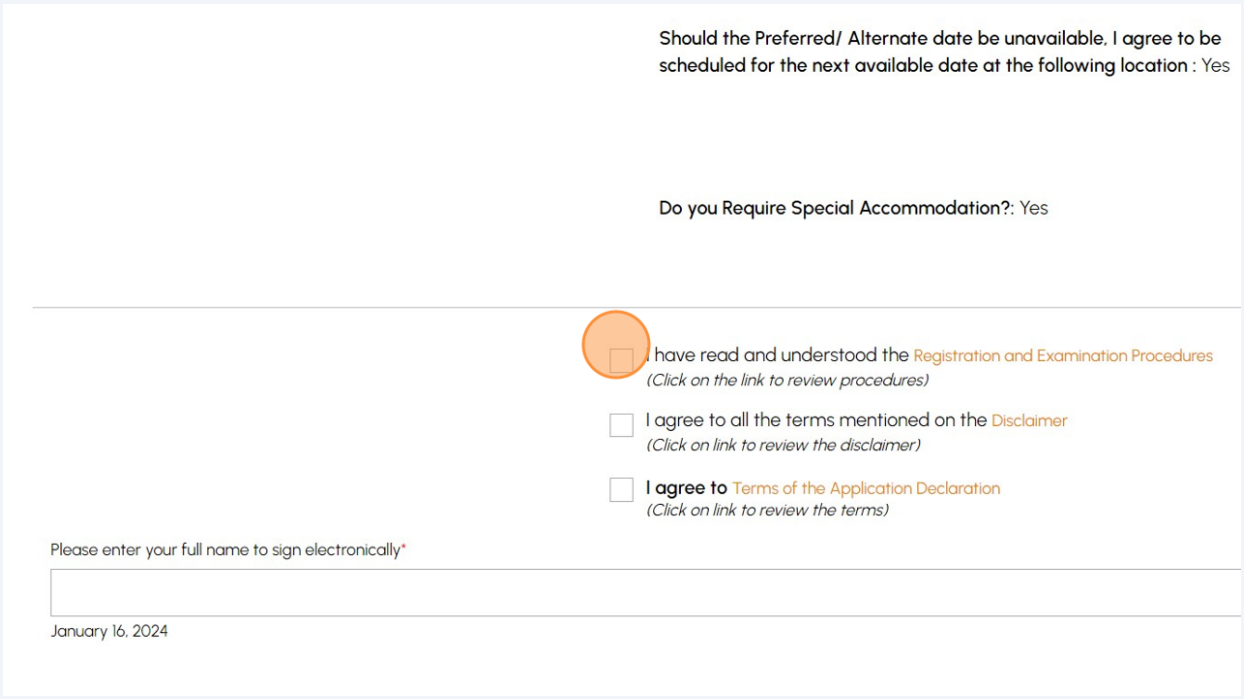
I agree to all the terms mentioned on the Disclaimer
(Click on link to review the disclaimer)

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

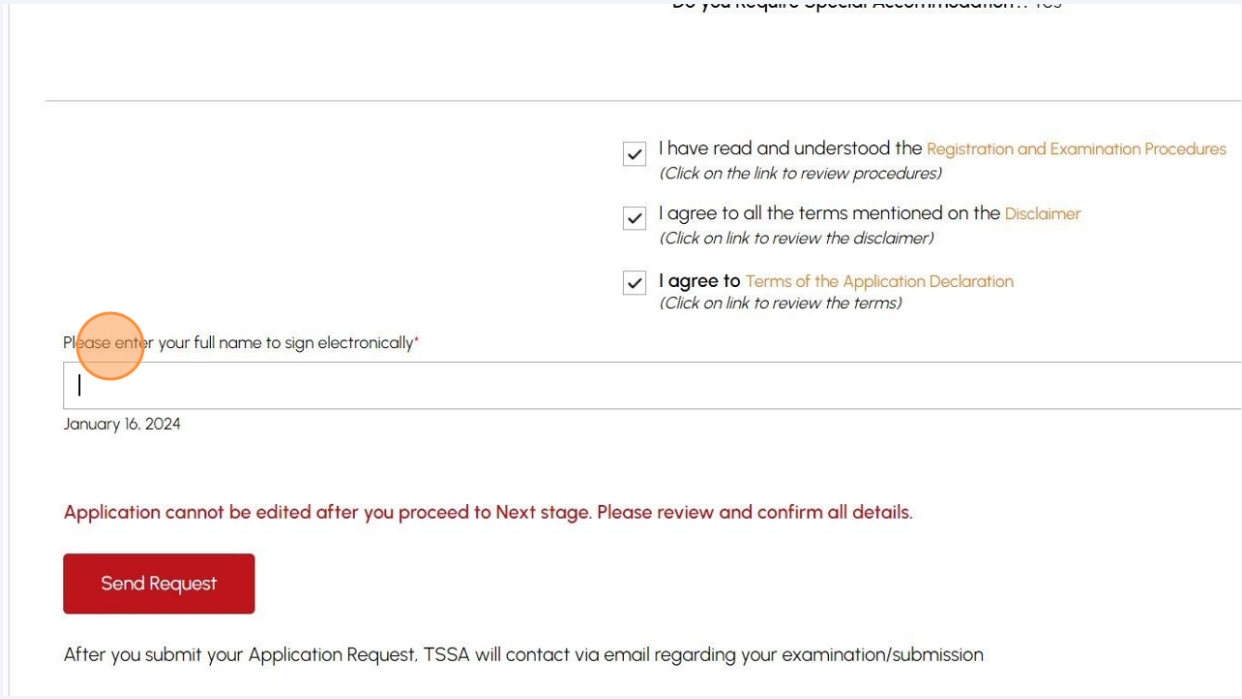
26 **Read** and **Accept the Terms & Conditions** for the following:

- 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.

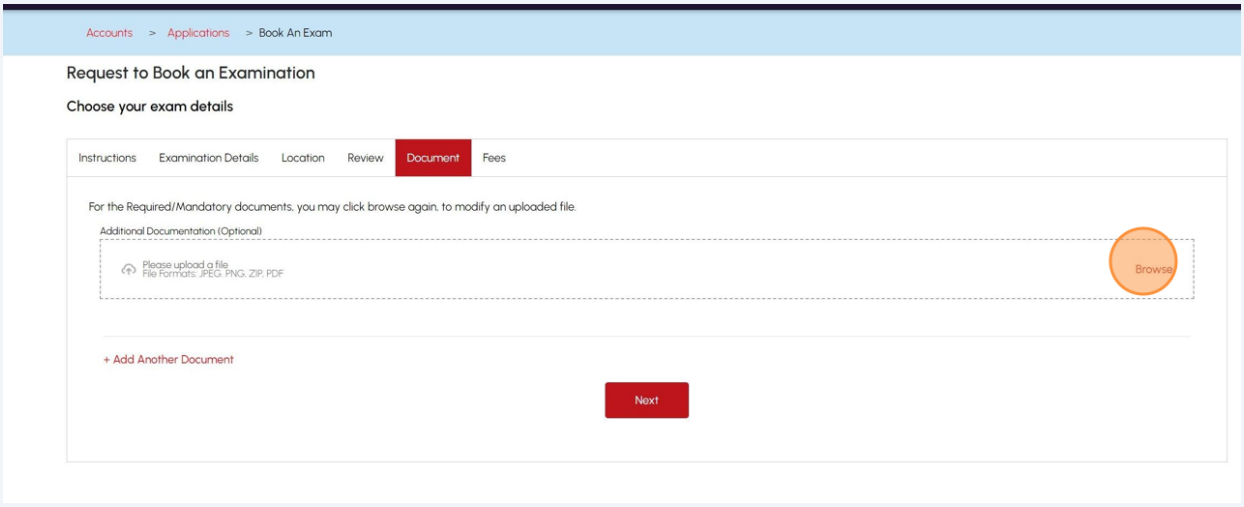


27 Enter your **Full Name** to sign the form electronically and click the **"Send Request"** button to begin submitting any documents.

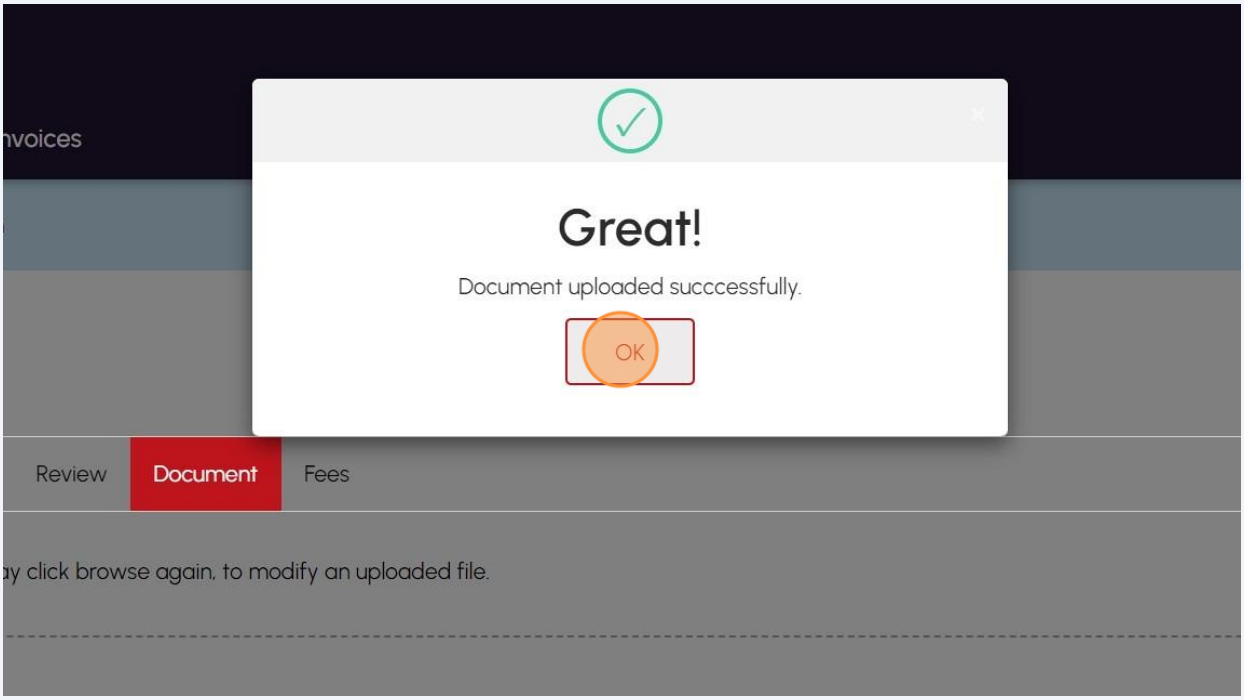


28 Click on **"Browse"** to add the **"Additional Required Documentation."**

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

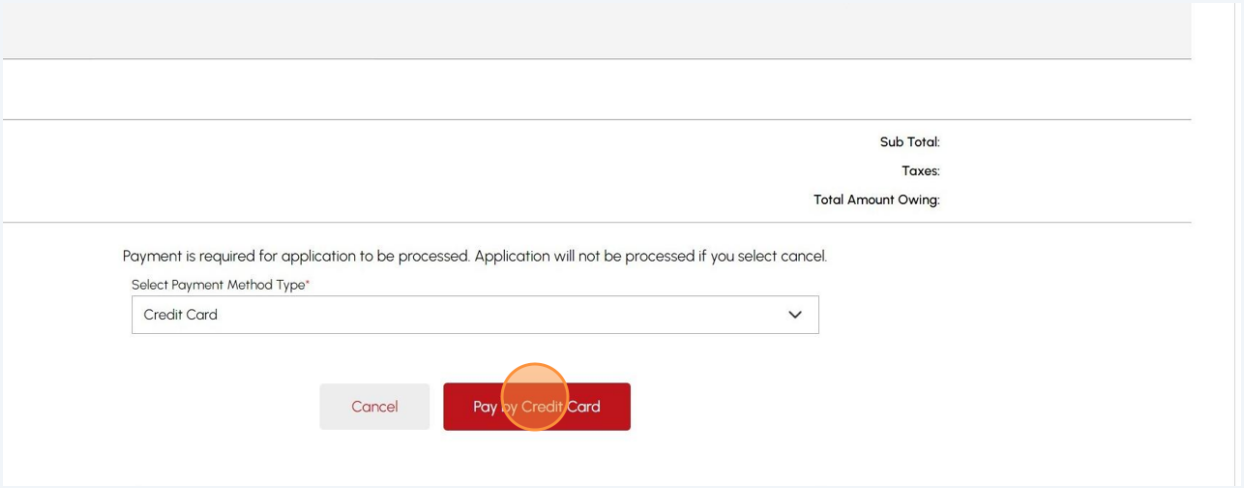


29 A notification will appear when the document has been uploaded successfully. Click "**OK**" to close the window and click the "**Next**" button.

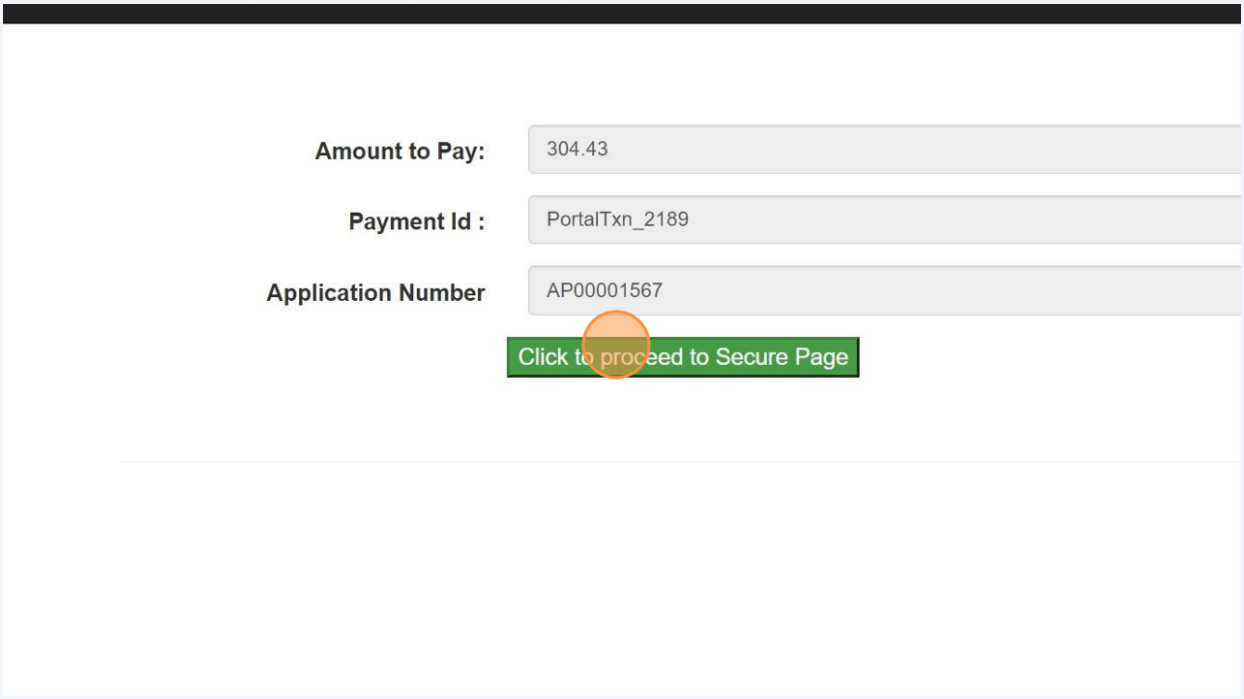


30 Review the details and "**Total Amount Owing**" and select the **"Credit Card"** method for payment. Click on **"Pay by Credit Card".**

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

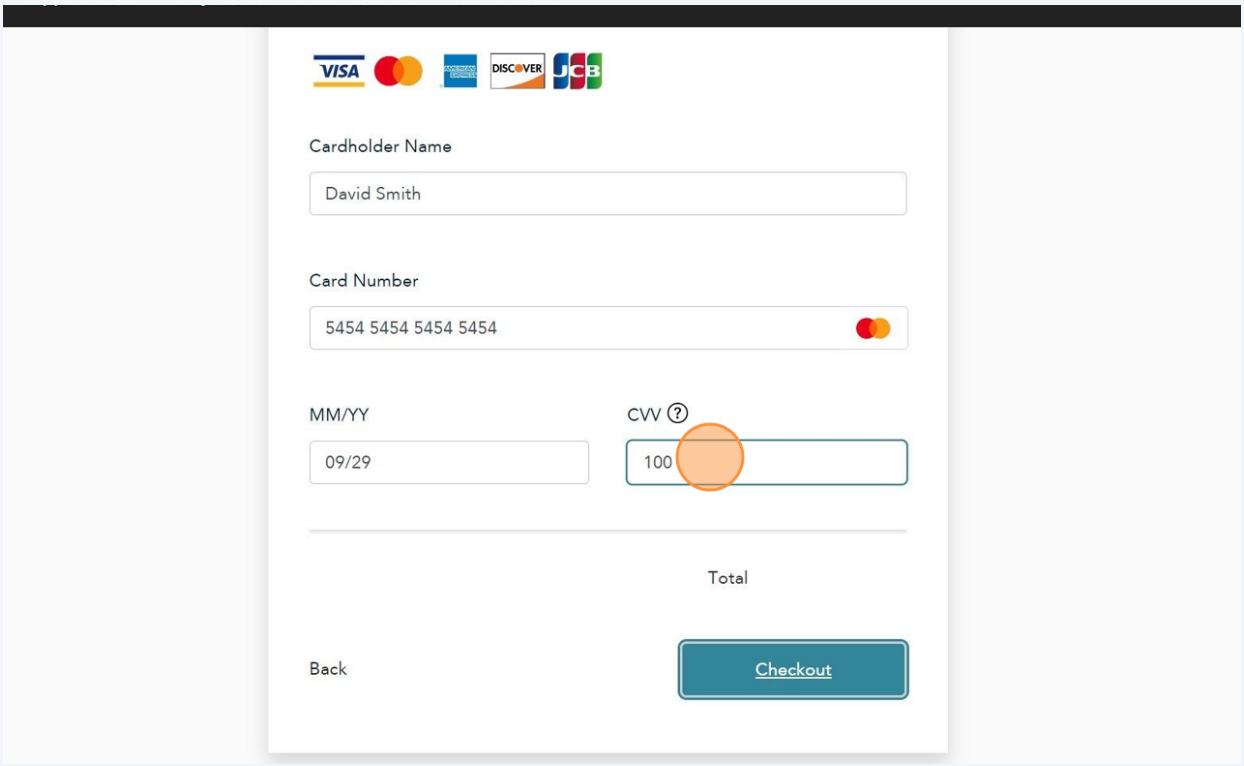


31 Click the **"Click to proceed to Secure Page"** button to enter your credit card details.

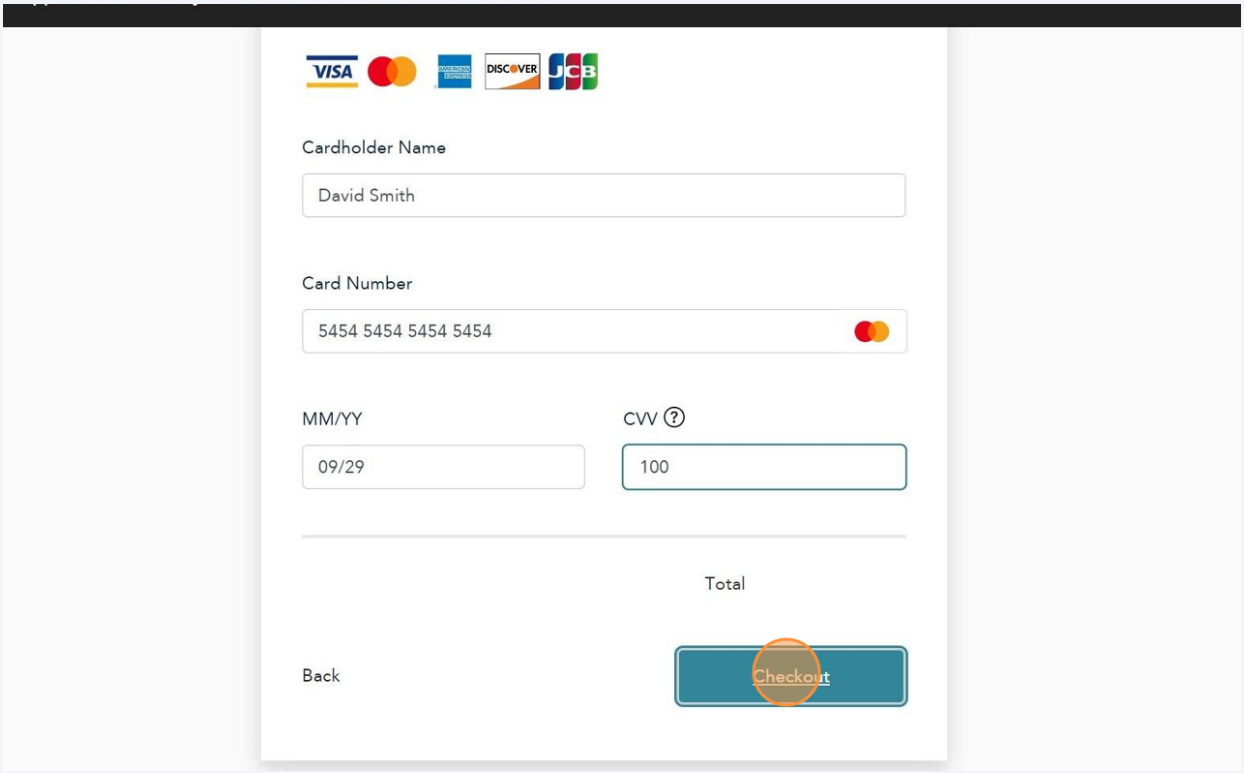


32 Enter the **Credit Card details**:

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

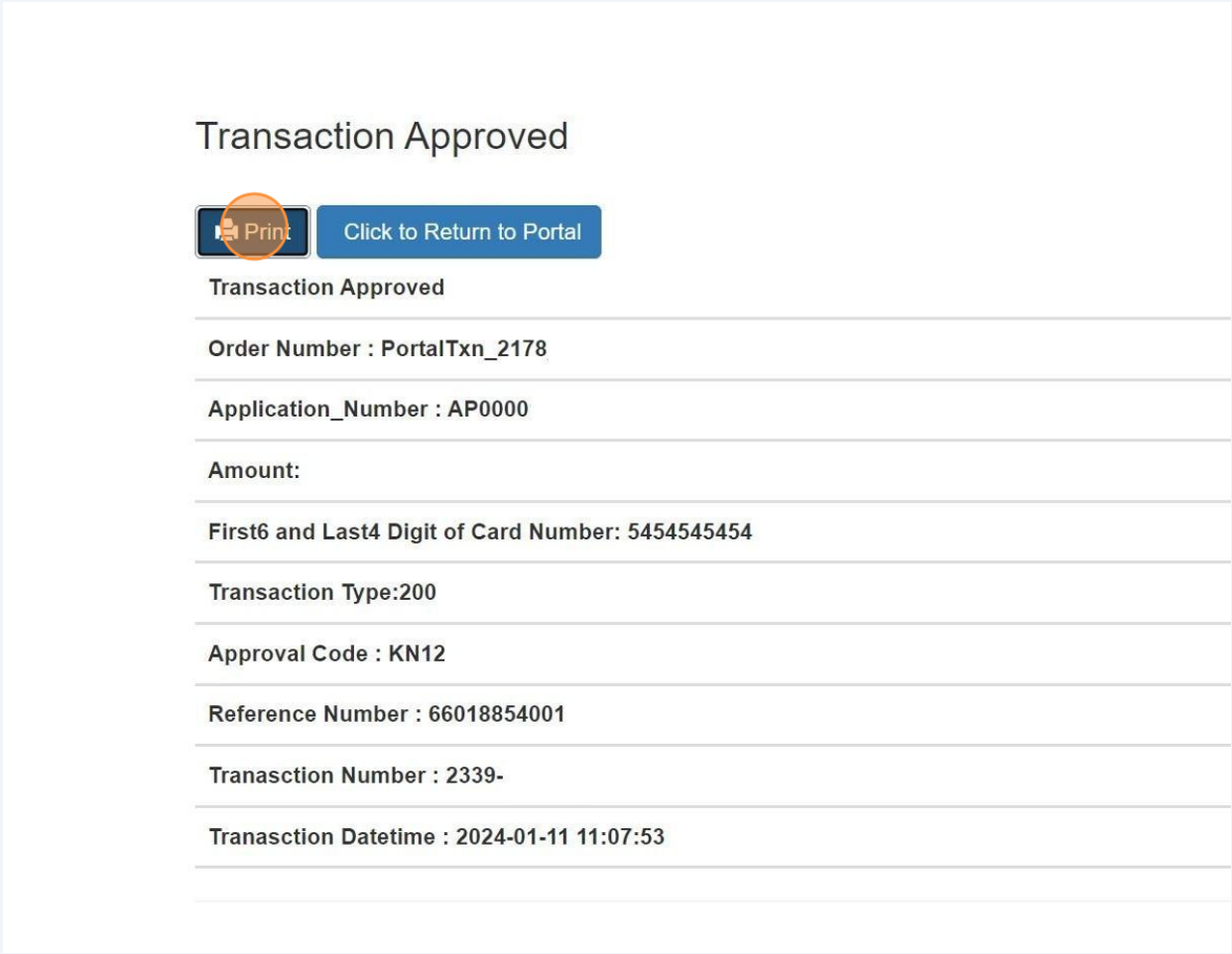


33 Click **"Checkout"** to process the payment.



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.



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.