



Out of Province/Certificate Assessment for Elevating Device Mechanics

As outlined in Section 14 of the Elevating Device Mechanic Policies & Procedures Document, available at www.tssa.org, Out of Province applicants who have completed a training program(s) in their home jurisdiction or those with existing qualifications in Ontario may apply for an Out of Province/Certificate Assessment.

At a minimum, the following documentation must be submitted to the Elevating Devices, Training and Certification Department. Note: all documentation submitted for assessment must be translated to English by a certified translator, and the original certified translated documents are required must be submitted.

Follow the mandatory steps provided below.

Submit request through the **Client Portal**, under the Applications section, select Examination Booking. Follow the steps to submit.

1) Attach with the submission, detailed documentation providing proof of work experience:

- Including letters from current and/or previous employers on company letterhead signed by an authorized person of the company verifying the nature of the work experience.
- Details must include, but are not limited to: specific periods where experience has been gained, identifying the specific types of Elevating Devices and the nature of work performed (i.e. elevators/escalators, working in maintenance/construction, and in what capacity).
 - If verification of work experience cannot be obtained from previous employer(s) or the applicant is the owner/contractor, the Director will review and may accept, a Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths). The original declaration must be submitted, and include the above information.

2) Training Programs/Courses:

- Applicants must submit a list of detailed training programs/courses completed that relate to the certification classification applied for (i.e. EDM-A, EDM-F, etc.).
- Applicants must submit detailed course outlines as they related to the completed training programs/courses that relate to the certification classification applied for (i.e. EDM-A, EDM-F, etc.).
- Transcripts are mandatory.

3) Confirmation of Out of Province/Certification:

- Applicants must submit copies of Out of Province Certification as appropriate.

4) Legislation:

- Applicants must submit copies of appropriate legislation as it pertains to the scope of authorization/certification.

5) Assessment fee as per the **Fee Schedule**.

Applicants who follow the above procedure can expect a response from TSSA within 15 business days.