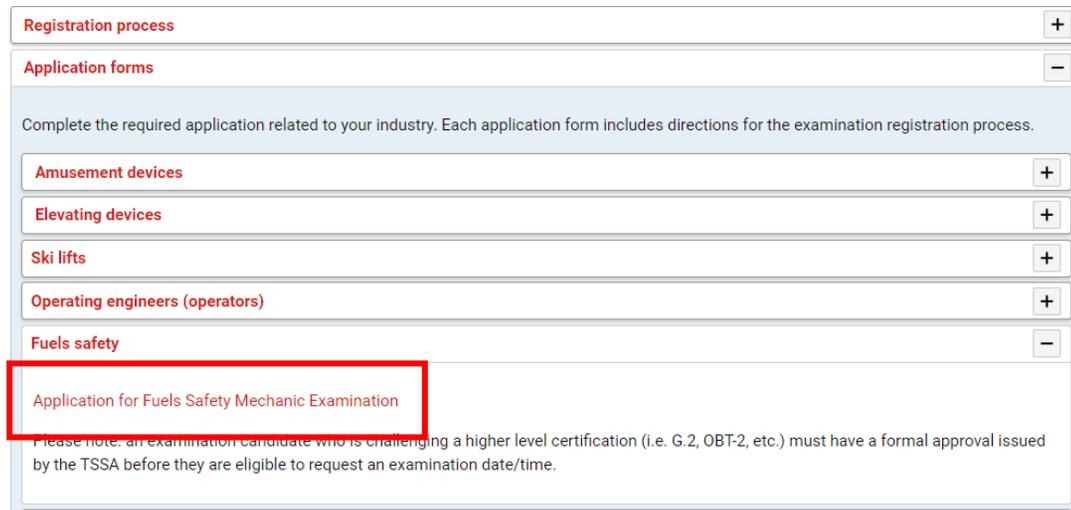


Registering/Booking a TSSA Fuels Safety Examination

Task Description	Screenshot / Photograph																																										
<p>Task 1: Confirm your Accredited Training Provider has submitted your completed Application for an Ontario Certificate of Qualification, with the section C completed (“Accredited Training Program”)</p> <ul style="list-style-type: none"> Note: You must complete your exam attempts (maximum of 3) within 1 year of program completion to be eligible to write an exam. 	<div style="border: 2px solid red; padding: 5px;"> <p>C. ACCREDITED TRAINING PROGRAM: To be completed and submitted by the signing authority of the Accredited TSSA Training Provider. This section does <u>not</u> apply for Challenge requests.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Training Provider ▼</td> <td colspan="2">Address ▼</td> <td colspan="2">Accreditation Number ▼</td> </tr> <tr> <td colspan="2">Program Name ▼</td> <td colspan="2">Program Start Date ▼</td> <td colspan="2">Program Completion Date ▼</td> </tr> <tr> <td colspan="2">Program Hours ▼</td> <td colspan="2">Signing Authority Name ▼</td> <td colspan="2">Signing Authority Phone No. ▼</td> </tr> <tr> <td colspan="2">Signing Authority Email ▼</td> <td colspan="2">Practical Evaluation Completion Date ▼</td> <td colspan="2">Practical Evaluation Mark (%) ▼</td> </tr> <tr> <td colspan="2">Candidate Training Program Attendance (%) ▼</td> <td colspan="2">Training Program Result (%) and Pass / Fail ▼</td> <td colspan="2">Attestation: As the signing authority for the accredited training provider, I certify that the above information is true and correct and the candidate applying for certification has met all requirements to obtain an Ontario Certificate of Qualification ▼</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Pass <input type="checkbox"/> Fail </td> <td colspan="2"> <input type="checkbox"/> Yes, all requirements have been met </td> <td colspan="2"> <input type="checkbox"/> No </td> </tr> <tr> <td colspan="6">Signature of Signing Authority ▼</td> </tr> </table> </div>	Training Provider ▼		Address ▼		Accreditation Number ▼		Program Name ▼		Program Start Date ▼		Program Completion Date ▼		Program Hours ▼		Signing Authority Name ▼		Signing Authority Phone No. ▼		Signing Authority Email ▼		Practical Evaluation Completion Date ▼		Practical Evaluation Mark (%) ▼		Candidate Training Program Attendance (%) ▼		Training Program Result (%) and Pass / Fail ▼		Attestation: As the signing authority for the accredited training provider, I certify that the above information is true and correct and the candidate applying for certification has met all requirements to obtain an Ontario Certificate of Qualification ▼		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Yes, all requirements have been met		<input type="checkbox"/> No		Signature of Signing Authority ▼					
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<p>Task 2: Go to www.tssa.org</p> <ul style="list-style-type: none"> On the Home Page, navigate to the register for an exam section 																																											

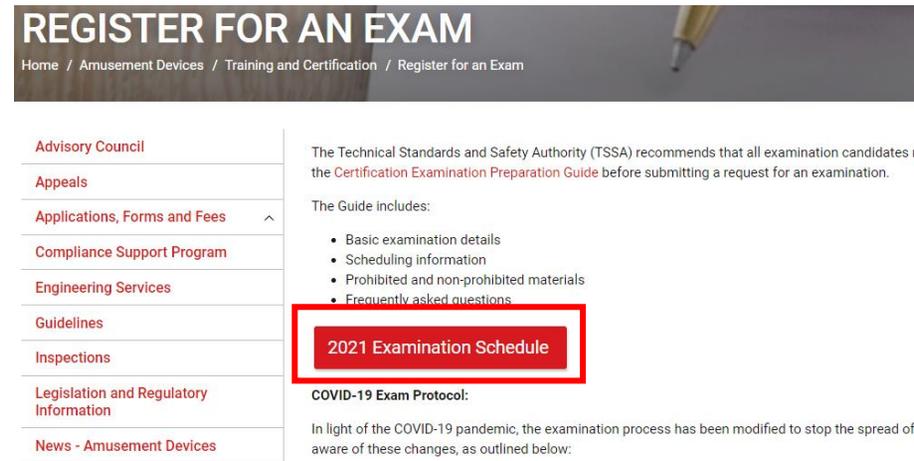
Registering/Booking a TSSA Fuels Safety Examination

Task 3: Download the “Application for Fuels Safety Mechanic Examination”



The screenshot shows a web interface for the registration process. At the top, there is a 'Registration process' header with a '+' icon. Below it is an 'Application forms' section with a '-' icon. The text below reads: 'Complete the required application related to your industry. Each application form includes directions for the examination registration process.' There are five expandable menu items: 'Amusement devices', 'Elevating devices', 'Ski lifts', 'Operating engineers (operators)', and 'Fuels safety'. The 'Fuels safety' item is expanded, showing a sub-menu with 'Application for Fuels Safety Mechanic Examination' highlighted with a red box. Below the sub-menu, there is a note: 'Please note: an examination candidate who is challenging a higher level certification (i.e. G.2, OBT-2, etc.) must have a formal approval issued by the TSSA before they are eligible to request an examination date/time.'

Task 4: Open the “2021 Examination Schedule”



The screenshot shows the 'REGISTER FOR AN EXAM' page on the TSSA website. The breadcrumb trail is 'Home / Amusement Devices / Training and Certification / Register for an Exam'. On the left is a navigation menu with items: 'Advisory Council', 'Appeals', 'Applications, Forms and Fees', 'Compliance Support Program', 'Engineering Services', 'Guidelines', 'Inspections', 'Legislation and Regulatory Information', and 'News - Amusement Devices'. The main content area has a heading 'REGISTER FOR AN EXAM' and a sub-heading 'The Technical Standards and Safety Authority (TSSA) recommends that all examination candidates review the Certification Examination Preparation Guide before submitting a request for an examination.' Below this, it says 'The Guide includes:' followed by a list: 'Basic examination details', 'Scheduling information', 'Prohibited and non-prohibited materials', and 'Frequently asked questions'. A red box highlights the '2021 Examination Schedule' link. Below that is the 'COVID-19 Exam Protocol' section, which states: 'In light of the COVID-19 pandemic, the examination process has been modified to stop the spread of COVID-19. We are aware of these changes, as outlined below:'.

Registering/Booking a TSSA Fuels Safety Examination

Task 5: View available exam dates

- Take note of multiple exam dates, as they are not guaranteed and booked on a first-come, first-served basis
- When the available seat is zero (0), it means the date is fully booked and no longer available

TSSA Hub City Examination Locations, Dates and Availability*:

* Examination availability will be updated daily; an examination sitting is considered closed when the 'available seats' column is marked

EXAMINATION CENTRE	MAY		JUNE		JULY		AUGUST		SEPTEMBER	
	Exam Date	Available Seats								
Hub City - Toronto AM (8:30 a.m.)	3-May	0	1-Jun	0	6-Jul	0	3-Aug	6	1-Sep	8
	4-May	0	2-Jun	0	7-Jul	0	4-Aug	9	7-Sep	9
	5-May	0	8-Jun	0	12-Jul	0	10-Aug	7	8-Sep	9
	11-May	0	9-Jun	0	13-Jul	6	11-Aug	8	13-Sep	0
	12-May	0	14-Jun	0	14-Jul	5	16-Aug	0	14-Sep	8
	17-May	0	15-Jun	0	21-Jul	6	17-Aug	6	15-Sep	9
	18-May	0	16-Jun	0	22-Jul	7	18-Aug	9	21-Sep	9
	25-May	0	22-Jun	0	26-Jul	0	24-Aug	9	22-Sep	8
	26-May	0	23-Jun	0	27-Jul	5	25-Aug	7	27-Sep	0
	-	-	28-Jun	0	28-Jul	7	30-Aug	0	28-Sep	8
	-	-	29-Jun	0	-	-	31-Aug	9	29-Sep	9
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-

Task 6: Complete the Application Form

- Complete all sections of the application form
- Section A requires all personal information to create or update your TSSA account

A. EXAMINATION CANDIDATE INFORMATION:

Note: All information must reflect the information as written on your government issued photo identification.

First Name ▼		Middle Name ▼		Last Name ▼	
Date of Birth ▼	Suite/Unit No. ▼	Street No. ▼	Street Name ▼		
DD - MM - YYYY					
City ▼		Province ▼		Postal Code ▼	
Primary Phone ▼		Secondary Phone ▼		Email ▼	
Current Certificate Classification ▼				Current Certificate No. ▼	

For Office Use Only
Date
Account No.
SR No.
Comments

TSSA must be notified of any change of address or contact information.

This form collects personal information for the purpose of administering certification and examination activities authorized by the Technical Standards and Safety Act, 2000, S.O. 2000, c. 16.

Registering/Booking a TSSA Fuels Safety Examination

<ul style="list-style-type: none"> Section B is where you select the exam type you are applying for, be sure to use the selection lists (as applicable) 	<div style="border: 2px solid red; padding: 5px;"> <p>B. I AM APPLYING FOR THE FOLLOWING EXAMINATION: <i>Please check (✓) appropriate exam.</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Crop Dryer Technician (CDT)</td> <td><input type="checkbox"/> Liquid Propane Fitter (LP)</td> </tr> <tr> <td><input type="checkbox"/> Domestic Appliance Technician (DA)</td> <td><input type="checkbox"/> Oil Burner Activation Technician (OBAT)</td> </tr> <tr> <td><input type="checkbox"/> Gas Pipeline Inspector (GPI)</td> <td><input type="checkbox"/> Oil Burner Technician</td> </tr> <tr> <td><input type="checkbox"/> Gas Piping Fitter (GP)</td> <td><input type="checkbox"/> <small>Select one</small></td> </tr> <tr> <td><input type="checkbox"/> Gas Technician</td> <td><input type="checkbox"/> Oil Pipe Fitter (OP)</td> </tr> <tr> <td><input type="checkbox"/> <small>Select one</small></td> <td><input type="checkbox"/> Oil Pipeline Inspector (OPI)</td> </tr> <tr> <td><input type="checkbox"/> Gas Utility Technician</td> <td><input type="checkbox"/> Petroleum Mechanic</td> </tr> <tr> <td><input type="checkbox"/> <small>Select one</small></td> <td><input type="checkbox"/> <small>Select one</small></td> </tr> <tr> <td><input type="checkbox"/> Industrial Maintenance Technician (IMT)</td> <td><input type="checkbox"/> Recreational Vehicles Technician</td> </tr> <tr> <td><input type="checkbox"/> Internal Combustion Alternate Fuel Technician</td> <td><input type="checkbox"/> <small>Select one</small></td> </tr> <tr> <td><input type="checkbox"/> <small>Select one</small></td> <td><input type="checkbox"/> Refueling Station Installer – Natural Gas (RSI-NG)</td> </tr> <tr> <td><input type="checkbox"/> Internal Combustion Alternate Fuel Technician – Industrial Equipment</td> <td><input type="checkbox"/> Refueling Station Service Technician – Natural Gas (RST-NG)</td> </tr> <tr> <td><input type="checkbox"/> <small>Select one</small></td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Crop Dryer Technician (CDT)	<input type="checkbox"/> Liquid Propane Fitter (LP)	<input type="checkbox"/> Domestic Appliance Technician (DA)	<input type="checkbox"/> Oil Burner Activation Technician (OBAT)	<input type="checkbox"/> Gas Pipeline Inspector (GPI)	<input type="checkbox"/> Oil Burner Technician	<input type="checkbox"/> Gas Piping Fitter (GP)	<input type="checkbox"/> <small>Select one</small>	<input type="checkbox"/> Gas Technician	<input type="checkbox"/> Oil Pipe Fitter (OP)	<input type="checkbox"/> <small>Select one</small>	<input type="checkbox"/> Oil Pipeline Inspector (OPI)	<input type="checkbox"/> Gas Utility Technician	<input type="checkbox"/> Petroleum Mechanic	<input type="checkbox"/> <small>Select one</small>	<input type="checkbox"/> <small>Select one</small>	<input type="checkbox"/> Industrial Maintenance Technician (IMT)	<input type="checkbox"/> Recreational Vehicles Technician	<input type="checkbox"/> Internal Combustion Alternate Fuel Technician	<input type="checkbox"/> <small>Select one</small>	<input type="checkbox"/> <small>Select one</small>	<input type="checkbox"/> Refueling Station Installer – Natural Gas (RSI-NG)	<input type="checkbox"/> Internal Combustion Alternate Fuel Technician – Industrial Equipment	<input type="checkbox"/> Refueling Station Service Technician – Natural Gas (RST-NG)	<input type="checkbox"/> <small>Select one</small>	
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<input type="checkbox"/> <small>Select one</small>																											
<ul style="list-style-type: none"> Complete the examination date/time for your preferred and alternate date Important note: <ul style="list-style-type: none"> If you wish to be scheduled for the next date/time available, you can select the radio button and location where you would like to be scheduled Selecting this button will guarantee you are scheduled for an exam 	<div style="border: 2px solid red; padding: 5px;"> <p>Examination Date/Time: <i>Please complete the required fields.</i></p> <table border="0"> <tr> <td>Preferred Examination Date/Time: <input type="text" value=""/></td> <td>Examination Location: <input type="text" value="Select one"/></td> </tr> <tr> <td style="text-align: center;"><small>(dd-mm-yyyy)</small></td> <td></td> </tr> <tr> <td>Alternate Examination Date/Time: <input type="text" value=""/></td> <td>Examination Location: <input type="text" value="Select one"/></td> </tr> <tr> <td style="text-align: center;"><small>(dd-mm-yyyy)</small></td> <td></td> </tr> </table> <div style="border: 2px solid red; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Should the preferred/alternate date be unavailable, I agree to be scheduled for the next available date at: <input type="text" value="Select one"/> </div> <p>Is this a re-write? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Other: <input type="text" value=""/></p> <p>Is this a challenge? <input type="checkbox"/> NO (If "NO", include \$190.00 non-refundable) <input type="checkbox"/> YES (If "YES", include \$215.00 non-refundable)</p> </div>	Preferred Examination Date/Time: <input type="text" value=""/>	Examination Location: <input type="text" value="Select one"/>	<small>(dd-mm-yyyy)</small>		Alternate Examination Date/Time: <input type="text" value=""/>	Examination Location: <input type="text" value="Select one"/>	<small>(dd-mm-yyyy)</small>																			
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<small>(dd-mm-yyyy)</small>																											

Registering/Booking a TSSA Fuels Safety Examination

- Be sure to sign each application page, and submit the applicable fee on the "Payment Authorization" form
- Where TSSA is unable to collect the prepayment for the examination, the candidate will be removed from the exam schedule, and notified to submit a new request



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.231.7290
 Customer Service: 1.877.682.8772
 www.tssa.org

PAYMENT AUTHORIZATION FORM

Clear Form

Print Form

For Office Use Only

SR/Work Order Number:

This form must accompany all applications submitted to TSSA. A separate payment form is required for each application. Please refer to our fee schedule posted on our website www.tssa.org. Please pay by cheque, bank draft or money order payable to **Technical Standards and Safety Authority** or by Visa or Mastercard. The HST Registration No: 891131369

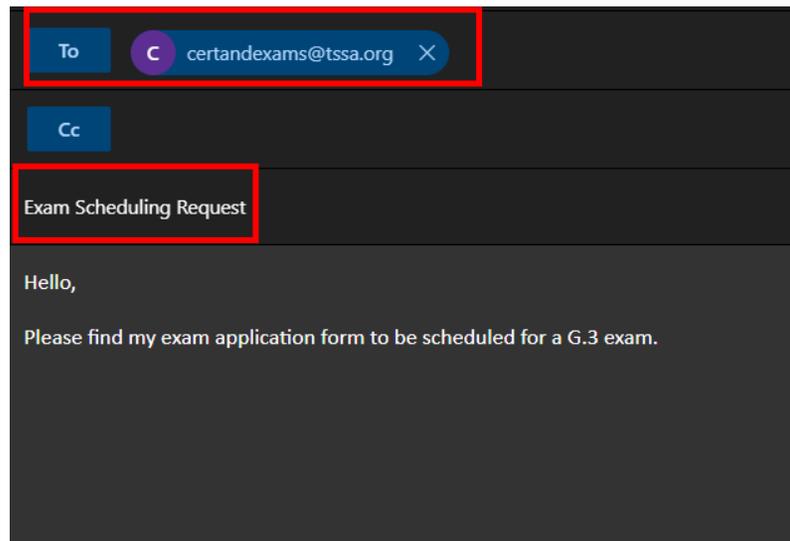
Check the appropriate box to indicate your method of payment

Credit Card
 (complete Section A & B)

Cheque, Bank Draft or Money Order
 (payable to **Technical Standards and Safety Authority**)
 (enclosed & complete Section A)
 Cheque/Bank Draft/Money Order #: _____

Task 7: Email the application form to TSSA

- Email certandexams@tssa.org
- Include in the subject line the following: **Exam Scheduling Request**
- Ensure that you attach the .pdf application form that has been signed and completed in your email to TSSA



Registering/Booking a TSSA Fuels Safety Examination

Task 8: Wait for a response from TSSA

- TSSA will respond to your request on a first-come, first-served basis. COVID-19 has created a significant demand, and it may take up to 20 days before a response is received.
- Please do not email multiple times or send multiple requests.
- Once an exam is scheduled, an automated notification will be forwarded to your email address

Re: Examination Confirmation – Notice of Examination Date, Location and Time



5 May 2021

345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel: 416.734.3300
Fax: 416.231.1626
Toll Free: 1.877.682.8772

www.tssa.org

Re: Examination Confirmation – Notice of Examination Date, Location and Time

This will serve as the formal confirmation that you have been scheduled for an examination, as indicated below:

Examination Candidate Name:	
Candidate Email Address:	
Examination Date (MM/DD/YYYY):	
Examination Name:	
Examination Location/Time:	

Please be advised that the non-refundable examination pre-payment will be processed prior to the examination date. If TSSA is unable to collect the pre-payment the scheduled examination will be cancelled, and the candidate will be required to submit a new examination application to TSSA.