



Out of Province/Certificate Assessment to obtain a Fuels Industry Certificate

As outlined in the Gas Technician/Oil Burner Technician Policies & Procedures Document, available at www.tssa.org, Out of Province applicants who have completed a training program(s) in their home jurisdiction may apply for an Out of Province/Certificate Assessment. At a minimum, the following original documentation must be submitted to TSSA Fuels Safety Training and Certification Department. Faxes or photocopies are not accepted.

Please note that all candidates who are seeking a Fuels Industry Certificate from a matched jurisdiction (another Canadian Province) under the *Ontario Labour Mobility Act, 2009*, are required to review the procedure to attain the matched certificate using the attached hyperlink: [Fuels Industry Certificate Labour Mobility Process](#).

To assist you in initiating the process, a checklist detailing the mandatory steps has been provided below.

- 1) A letter indicating your request.
- 2) 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 equipment and the nature of work performed (i.e. furnaces/water heaters/boilers, industrial process equipment, service/installation), describing the Btuh input of all equipment.
 - Reference letters from the individual(s) for whom you were working under the direct supervision, on company letterhead. Reference letters must include the supervising certificate holder's name, certificate number and contact information.
 - If verification of work experience cannot be obtained from previous employer(s) or the applicant is the self-employed, TSSA 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.
- 3) Training Programs/Courses:
 - Applicants must submit a list of detailed training programs/courses completed that relate to the certification classification applied for.
 - Applicants must submit detailed course outlines as they related to the completed training programs/courses that relate to the certification classification applied for.
 - Transcripts are mandatory.
- 4) Confirmation of Out of Province/Certification:
 - Applicants must submit copies of Out of Province Certification as appropriate.
- 5) Legislation:
 - Applicants must submit copies of appropriate legislation from their home jurisdiction as it pertains to the scope of authorization/certification. (Example: Documents from the regulatory authority of your home jurisdiction that define the scope of a Technician's certificate or authorization)
- 6) Assessment Fees of \$396.15 This includes the non-refundable assessment fee of \$175.15 (\$155.00 + HST), \$103.00 examination fee, and the \$118.00 certification fee.
- 7) A completed [Application for an Ontario Certificate of Qualification](#).
(Note: Payment of Certification fee is included on **Step 8** in the Application for Fuels Safety Mechanic Examination Form, no payment is needed from the above application.)
- 8) A completed [Application for Fuels Safety Mechanic Examination](#).



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Applicants who follow the above procedure can expect a response from TSSA within 20 business days.

Please submit all documentation to:

Fuels Safety Training and Certification Department
345 Carlingview Drive
Toronto, ON
M9W 6N9