



Reinstatement Certificate Assessment for Ski Lift Mechanics Expired or Lapsed more than 12 Months

As outlined in Ontario Regulation 222/01, s. 5(6), 5(7) and the Ski Lift Mechanic Policies & Procedures Document, available at www.tssa.org, Ski Lift Mechanic and Mechanics-In-Training must apply for recertification if they have failed to renew their certificate of qualification within 12 months from the date of expiry. TSSA assesses all applicants on an individual basis. Applicants approved for reinstatement of a Ski Lift Mechanic certificate (i.e. SLM-A, SLM-F) will be required to undergo a written examination in order to qualify for reinstatement of the certificate.

To assist you in initiating the process, a checklist has been provided below. Note: all steps are mandatory.

- 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 Passenger Ropeways and the nature of work performed (i.e. detachable/fixed grip, 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.
- 3) Practical Skills/Experience Sign-Off Document (Skills Passport):
 - A **COPY** of the completed Skills Passport in the form published by the designated administrative authority.
 - The Skills Passport must be completed by a current/valid supervising mechanic(s), and shall accurately represent the experience and training gained during the qualifying period.
- 5) A completed [Application for an Ontario Certificate of Qualification](#).
 - Including the \$81.00 Certification Fee.
- 6) A completed [Application for Ski Lift Mechanic Examination](#).
 - Including the \$75.00 Examination Fee.
 - Applicable to the reinstatement of a Ski Lift Mechanic certificate (i.e. SLM-A, SLM-F), does not apply to the reinstatement of a Ski Lift Mechanic-In-Training certificate.
- 7) Assessment Fee:
 - Non-refundable assessment fee of \$158.20 (\$140.00 + HST).

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

Please submit all documentation to:

Elevating Devices Training and Certification Department
345 Carlingview Drive
Toronto, ON
M9W 6N9