



Out of Province Certificate Transfer for Elevating Device Mechanics-In-Training

As outlined in Section 14 of the Elevating Device Mechanic Policies & Procedures Document, available at www.tssa.org, Out of Province apprentices, who are enrolled in an accredited training program in their home jurisdiction, may apply for an Elevating Device Mechanic-In-Training Out of Province Certificate Transfer.

At a minimum, the following documentation must be submitted to the Elevating Devices Training and Certification Department. To assist you in initiating the process, a checklist detailing the steps has been provided below.

- 1) A letter indicating your request.
- 2) Training Programs/Courses:
 - Applicants must submit proof of completion for the 24-hour safety training program.
 - Note:
 - A copy of the course certificate of completion is mandatory.
 - The Director will review and may accept a declaration of apprenticeship training in an alternative format approved by TSSA.
- 3) A completed [Application for an Ontario Certificate of Qualification](#).
 - Including the \$81.00 Certification Fee.

Applicants who follow the above procedure can expect a response from TSSA within 3 business days.

Please submit all documentation via email to: certandexams@tssa.org, or via courier to:

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