



Challenge Certificate Assessment for Elevating Devices Mechanics

As outlined in Ontario Regulation 222/01, s. 6 and the Elevating Device Mechanic Policies & Procedures Document, available at www.tssa.org, Elevating Device Mechanics-In-Training or Mechanics who are seeking a higher certification classification (i.e. EDM-A, EDM-F, etc.) are required to submit an application for assessment. 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 mandatory steps 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 and dated by an authorized person of the company verifying the nature of the work experience.
 - Details must include, but are not limited to: specific dates 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.
- 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.
- 4) In-Class/Theoretical Training:
 - Applicants must submit a **COPY** of the Certificate(s) of Completion for the In-Class/Theoretical Training that relate to the certificate classification applied for. Transcripts are mandatory.
- 5) Certificate of Apprenticeship (EDM-A only):
 - Applicants must submit a **COPY** of the Certificate of Apprenticeship issued by the Ministry of Training, Colleges and Universities.
- 6) A completed ***Application for an Ontario Certificate of Qualification.***
 - Including the \$81.00 Certification Fee.
- 7) A completed ***Application for Elevating Devices Mechanic Examination.***
 - Including the \$75.00 Examination Fee.

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 Dr
Etobicoke, Ontario
M9W 6N9**