

# Elevating Device Mechanic Policies and Procedures



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## 1. Background

This policy describes and sets out policies and procedures related to the Elevating Device Mechanic Certification Program administered by the Technical Standards and Safety Authority (“TSSA”).

The Elevating Device Mechanic Policies and Procedures has been developed in consultation with the Elevating Devices Training and Certification Advisory Board (the “TCAB”) operating under the authority of the Director under the *Technical Standards and Safety Act, 2000* (the “Act”). The qualifications and training herein are established under section 32(1) of the Act.

The Policies and Procedures has been established to provide a set of reference points and guidelines to Elevating Device Mechanics, Accredited Elevating Device Training Providers, Contractors and the industry in general.

Accredited Elevating Devices Training Providers shall follow the Policies and Procedures in conjunction with the *Elevating Device Training Provider Accreditation Policy* and shall not alter the policies herein.

The Policies and Procedures contained herein are subject to revision and enhancement as and when required.

## 2. Definitions

In this policy:

- “**accredited training provider**” means a training provider accredited by TSSA in accordance with the *Elevating Devices Training Provider Accreditation Policy* to provide an approved training program to the public.
- “**direct supervision**” means, with respect to a mechanic-in-training, that a supervising certificate holder is on site and available to assist and supervise the mechanic-in-training
- “**mechanic-in-training**” means a person who applies to be a mechanic and who works under the supervision of a mechanic.
- “**skills passport**” means a document that contains a record of training on work tasks that bears the signature of a supervising certificate holder.
- “**supervising certificate holder**” means a certificate holder who has documented experience on the class of device with respect to which he or she is providing supervision.



### 3. Certification Categories

The following certification categories are made in *Ontario Regulations 222/01, Certification and Training of Elevating Device Mechanics* (the “Regulation”).

- Elevating Device Mechanic Class A – Elevating Device Mechanic; known as “EDM-A”
- Elevating Device Mechanic Class B – Construction Hoist Mechanics; known as “EDM-B”
- Elevating Device Mechanic Class C – Elevating Device Mechanic for owner/operators of elevating device equipment; known as “EDM-C”
- Elevating Device Mechanic Class D – Elevating Device Cab Renovations; known as “EDM-D”
- Elevating Device Mechanic Class E – Lifts for Persons with Physical Disabilities; known as “EDM-E”
- Elevating Device Mechanic Class F; known as “EDM-F”
- Elevating Device Mechanic Class C – Elevating Device Mechanic Electrical for owner/operators of elevating device equipment; known as “EDM-CE”
- Elevating Device Mechanic Class C – Elevating Device Mechanic Mechanical for owner/operators of elevating device equipment; known as “EDM-CM”
- Elevating Device Mechanic-In-Training, Class T; known as an “EDM-T”

More information on the detailed scope of the certification categories is available in the Regulation.

### 4. Certification – Rights, Privileges and Obligations

Once certified, Elevating Device Mechanics receive and are entitled to the following:

- An application for renewal before the date of expiration on the certificate, which expires on the second anniversary of the holder’s date of birth after the certificate has been issued.
- The right to use of the phrase “TSSA Certified” in any advertising and promotion materials, but only where such use is specifically associated with the scope of the certificate. This does not include the right to reproduce or use the TSSA logo in any fashion.
- Access to the Code Adoption Document, Director’s Orders, Interpretation Bulletins, Advisory Bulletins, Practical Skills/Experience Sign-Off Documents, Curriculum Documents (including future revisions and/or enhancements), etc., which will be available online at [www.tssa.org](http://www.tssa.org).
- Access to media releases, TSSA sponsored information sessions and the *Exchange Safety Blog*.

Elevating Device Mechanics are obligated to:

- Only perform duties under the scope of their certificate, on a class of device that they have experience.
  - An Elevating Device Mechanic who does not have experience on a class of device shall not perform the functions without the direct supervision of a certificate holder who has experience on the device class.



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- Notify the TSSA within 30 days after any change in his or her address.
  - TSSA is not responsible for misdirected notices or renewals resulting from the certificate holders failure to update his or her address.
- Comply with the requirements for renewal of a certificate as outlined in Ontario Regulation 222/01 and Section 5 of this Policy.
- Maintain a Practical Skills/Experience Sign-Off Document (Skills Passport) that accurately reflects their experience and training in the industry.
- Comply with the TSS Act and its Regulations.

### 5. Elevating Device Mechanic Continuing Education Requirements

Under the authority of section 32(1) of the Technical Standards and Safety Act (the Act), the Director for the purposes of Ontario Regulation 222/01 (Certification and Training of Elevating Device Mechanics) hereby establishes the qualifications, training and experience required for certificate holders specified as *Elevating Device Mechanic Continuing Education Requirements*. These requirements supersede and replace Director's Order 232/08 (dated November 25, 2008) and Revision 1 to that order (dated August 1, 2012).

#### 5.1. Order:

1. All classes of Elevating Device Mechanics (EDMs) must successfully complete the continuing education requirements described herein as a condition of each certificate renewal.
2. The continuing education requirement referred to in clause 1 of this order includes instruction on the following topics:
  - a. 6 hours on safe work practices and related topics that may include product-specific safety applications or procedures; the Act, the associated Elevating Device regulations, applicable codes, director's orders/bulletins, related topics; and
  - b. 6 hours on technical training related to the elevator industry, which may include cross-discipline training involving curriculum that may have an impact on the elevator trade.
3. An applicant for a certificate renewal, regardless of certificate class, must receive the continuing education training referred to in clause 1 of this order from an accredited training provider approved by the director. Only Training Providers listed on the TSSA website are to be considered accredited.
4. An application for renewal must include proof that the applicant has successfully completed the continuing education requirement referred to in clause 1 of this order.
5. Proof of completion of the continuing education requirement referred to in clause 1 of this order must be received by TSSA either prior to submitting a renewal application or as an attachment to the renewal application.
6. The proof of completion referred to in clause 3 of this order must be submitted in the format set out by TSSA and must be issued by an accredited training provider. Only certificates from accredited training providers will be accepted as proof of completion of the continuing education requirements. Training received from non-accredited training providers will not be accepted.



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7. EDM-T certificate holders who are enrolled in and attending classroom apprenticeship training (towards an EDM-A certificate) or a classroom training program (towards and EDM-B through EDM-F certificate) through an accredited training provider are exempt from the requirements of this order, so long as the training has taken place since the previous renewal.

### 5.2. Background:

A coroner's inquest into the death of an elevator mechanic made two recommendations related to continuous education for elevator mechanics:

- *"All elevator mechanics shall undertake periodic refresher training to ensure that they maintain their competency, particularly in areas where specific training and/or knowledge has not been utilized on a regular basis."*
- *"[TSSA] shall adopt a reporting system whereby licensed mechanics would submit a summary of education, training and job experience gained during the previous two years, as a condition of re-certification."*

These recommendations were discussed at the Training & Certification Advisory Board (TCAB), which formed a subcommittee to develop continuing education training requirements for elevator mechanics. The subcommittee presented their proposal to TCAB, which endorsed the requirement for 12 hours of continuing education. As a result, all Elevating Device Mechanics will require continuing education credits in order to renew their mechanic's certificate.

### 5.3. Additional Requirements:

1. Continuing Education Credits are valid for one renewal cycle and cannot be used for multiple renewals.
2. Elevating Device Mechanics seeking reinstatement of an expired certificate of qualification (more than 12 months) are required to comply with these requirements. Applicants shall complete and submit proof of training for the cycle of Continuing Education Training offered at the time the reinstatement application is made.
3. Elevating device mechanic certificate holders identified as qualified instructors by accredited elevating device continuing education training providers and approved as qualified instructor(s) by TSSA are exempt from the continuing education requirements, so long as the complete 2015 continuing education curriculum has been delivered during the renewal cycle by the qualified instructor.

### 5.4. Notes:

1. The elevating devices continuing education curriculum standard will be updated biennially, with the implementation of each renewal cycle (i.e. 2015, 2017, etc.), by TSSA in conjunction with the Elevating Devices TCAB. The final curriculum will be released to all accredited continuing education training providers no later than four months in advance of the implementation a renewal cycle. Accredited continuing education training providers must update their training material accordingly, as mandated by the Elevating Device Training Provider Accreditation Policy.



### 6. Practical Skills/Experience Sign-Off Document

The Practical Skills/Experience Sign-Off Document (the “Skills Passport”), has been developed by the Elevating Device TCAB and is considered as a mandatory requirement when applying for a certificate as an Elevating Device Mechanic (EDM).

The Skills Passport is designed to provide a visual representation of the experience and skills acquired in a number of specific areas. The Skills Passport also serves to highlight those areas in which an EDM-T or a fully certified EDM may need additional experience or training. The sections of the Skills Passport reflect the skills and training objectives that are contained in the applicable In-Class/Theoretical Training Curriculum.

The EDM-T or EDM has the primary responsibility to ensure the Skills Passport is up-to-date, and in conjunction with their supervising mechanic(s) shall ensure the Skills Passport accurately reflects the experience and training gained during the qualifying period.

The EDM-T or EDM shall maintain the original copy of the Skills Passport throughout their career and is obligated to produce copies of the Skills Passport to TSSA upon request.

Note the following:

- Those seeking an EDM-A certificate are required to maintain/produce the **Apprenticeship Training Standard** issued by the Ministry of Labour, Training and Skills Development (MLTSD).
- Those seeking an EDM-B through EDM-F certificate are required to maintain/produce a **Skills Passport** for the classification sought. The Skills Passports for the EDM-B through EDM-F classifications are found at [www.tssa.org](http://www.tssa.org).

Supervising Mechanics/Sign-Off Authorities:

- In each section of the Skills Passport there are two signatures/dates required.
- Each on the job performance objective may only be signed after the skills in the section of the Skills Passport have been thoroughly demonstrated.
  - Experience and training is to be documented only at the time experience has been demonstrated and validated by a fully certified Supervising Mechanic.
  - The Supervising Mechanic has the responsibility and obligation to ensure the skill has been adequately performed and to sign-off the Skills Passport.
- Skills Passports received/reviewed by TSSA that identify concurrent or inaccurate dates, signatures, etc. will be required to submit supplementary documentation attesting to the Skills Passports validity.
- Are required to complete the sections titled *Chart of Experience by Device Type* and the section titled *Supervising Mechanic Sign-Off Identification Form* by providing a full name, date, signature, company, and certificate number. These sections are mandatory for certification.



## 7. Certificate Requirements

In order to obtain a certificate of qualification (a “certificate”) from the TSSA as an Elevating Device Mechanic, described in [Section 2: Certification Categories and Scopes](#), the mandatory requirements of this section apply. A Summary of Certificate Requirements are outlined in **Table 1**.

**Table 1: Summary of Certificate Requirements:**

CERTIFICATE REQUIREMENTS				
Certificate Classification	In-Class/Theoretical Training	Practical/Demonstrated Skills	Examination	Skills Passport
EDM-A	720 hours	4 years	FV	Required
EDM-B	274 hours	2 years	CV	Required
EDM-C	669 hours	4 years	CV	Required
EDM-CE	633 hours	4 years	CV	Required
EDM-CM	417 hours	4 years	CV	Required
EDM-D	133.5 hours	2 years	CV	Required
EDM-E	376 hours	1 year	CV	Required
EDM-F	118 hours	1 year	CV	Required
EDM-BH	157.25 hours	1 year	CV	Required
EDM-VC	518 hours	2 years	CV	Required

**Legend:**

Practical/Demonstrated Skills – 1 year = 2000 hours  
 FV – Full Version Examination  
 CV – Class Specific Version Examination

A full breakdown of the required In-Class/Theoretical Training Modules that make up the certificate requirements outlined in **Table 1** are found in the applicable curriculum document for the certificate classification.

Note the following:

- No person shall work on an elevating device as a mechanic without first having obtained a certificate from the Director designating the person as, at a minimum, an EDM-T.
  - Any experience gained in the industry before the issuance of an EDM-T certificate is ineligible for certification.

**EDM-T Certification:**

- To obtain an EDM-T certificate, an applicant shall:
  - Fully complete a safety training program, 24 hours, delivered by an Accredited Elevating Device Safety Training Provider;
  - Submit the application request through the [Client Portal](#);
  - Upload a copy of the [Safety](#) training certificate as part of your submission.

**Notice: the following requirement, related to the validity period of the 24-hour safety training program, will come into effective on November 1, 2018.**

- The completion of the safety training program is valid for a period of 12-months, from the date of course completion. If an applicant does not attain EDM-T certification within 12-months of course





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completion, they will be to recomplete the safety training program, delivered by an Accredited Elevating Device Safety Training Provider.

### EDM-B – EDM-F:

- Applicants for any certificate classifications EDM-B through EDM-F shall hold a current/valid EDM-T certificate in order to be eligible to apply, and submit the following for assessment to Elevating Devices Training and Certification Services:
  - Detailed documentation providing proof of work experience, including letters from current and/or previous employer(s) on company letterhead signed by an authorized person of the company to verify the nature of the work experience.
    - Details must include, but are not limited to: dates of employment, specific periods where experience has been gained on specific types of Elevating Devices and nature of work performed (i.e. elevators/escalators, working in service/maintenance/construction in what capacity).
    - If verification of work experience cannot be obtained from previous employer(s), the Director will review and may accept, a Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths). This declaration must include the above information.
  - A **COPY** of the completed Skills Passport Document in the form published by TSSA.
    - The Skills Passport must be completed and submitted in alignment with [Section 5: Practical Skills/Experience Sign-Off Document](#).
  - A Certificate of Completion and Transcripts of training courses/programs completed through an Accredited Elevating Devices Training Provider that relate to the certificate class applied.
  - The applicable fee as outlined in the Fee Schedule.
  - Submit the request through the [Client Portal](#), under the Applications section, select Examination Booking.
- TSSA will notify applicants in writing regarding the status of their application.
  - If approved, the applicant will be required to complete the applicable examination.
  - If denied, deficiencies will be detailed in the correspondence.
- Applicants must score a minimum of 70% on the examination to be considered a passing grade.

### EDM-A:

- Applicants for an EDM-A certificate shall meet all requirements above as outlined for the EDM-B – EDM-F certificate classifications. In addition to these requirements, an applicant for an EDM-A shall:
  - Submit a **COPY** of the Certificate of Apprenticeship (C of A) issued by the MLITSD.

### EDM-A Apprenticeship:

- All EDM-T's seeking an EDM-A certificate must become apprentices by registering a training agreement with the [MLITSD](#). Once registered they must become members of the Apprentices class of [Skilled Trades Ontario](#) within 90 days in order to continue as a registered apprentice.
  - In order to register as an apprentice you must hold a valid EDM-T certificate.
- EDM-T's registered in the apprenticeship program are required to complete the Apprenticeship Training Standard (Skills Passport) and curriculum standard (In-Class/Theoretical Training) in order to be issued a C of A.
- The C of A will only issued upon the successful completion of the apprenticeship program requirements for the trade Elevating Devices Mechanic (636E).

Note the following:



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- An approval to write the elevating device mechanic examination is valid for a period of 12-months from the date the approval was issued.
  - An elevating device mechanic-in-training who does not complete their examination attempts (3 in total) within the 12-month period will be required to resubmit a new application in accordance with the steps outlined above.

### 8. Upgrades

Elevating Device Mechanics Classes B through F are able to upgrade their Elevating Device Mechanic Certificate provided they meet the upgrading requirements that include:

- Successfully completing the additional training modules of In-Class/Theoretical Training required for the classification sought.
  - See the Table 1 in [Section 6: Certificate Requirements](#) to determine the requirements.
- Accumulating the required experience and skills that pertain to the class of certificate you wish to apply for.
  - The applicant will be required to maintain their Skills Passport while accumulating additional experience.
  - The applicant shall obtain additional experience under the supervision of a fully certified supervising mechanic. The supervising mechanic will be required to sign-off on the skills required for the upgrade as outlined in the applicable Skills Passport.

### 9. Remedial Training

An applicant that does not successfully score a passing grade on three Elevating Device Mechanic examination attempts shall complete, at a minimum, a remedial training program developed and delivered by an Accredited Elevating Device Training Provider, focusing on the deficient areas identified in the three examination attempts. An applicant that completed the exemption examinations that does not successfully score a passing grade on three Elevating Device Mechanic examination attempts shall complete the complete in-class/theoretical training program for the class applied for.

Upon completion of remedial training, the applicant shall submit a new application for certification as outlined in [Section 6: Certificate Requirements](#), including proof of remedial training detailing the assessment of the applicant and completed training plan. On approval, the applicant will be required to register for an examination sitting following the procedure outlined under [Section 11: Examination](#).

### 10. In-School Curriculum Standards

The Elevating Device Mechanic In-School Curriculum Standards have been developed by TSSA in conjunction with the Elevating Devices TCAB. The Curriculum Standards reflect the content necessary for appropriate progression through each level of the Elevating Devices Mechanic In-Class/Theoretical Training Program.

Accredited Elevating Devices Training Providers shall deliver the In-Class/Theoretical Training in accordance with the *Elevating Device Training Provider Accreditation Policy* available at [www.tssa.org](http://www.tssa.org).



TSSA does not accept applications or declarations for certification submitted by or on behalf of an applicant by a training provider who is not accredited under the *Elevating Device Training Provider Accreditation Policy*.

### 11. Renewals and Reinstatement Process

The renewal of an Elevating Device Mechanic certificate is as follows; the requirements are so reflected in Ontario Regulation 222/01:

- A certificate holder (any class) that fails to renew their certificate by the time specified on a renewal notice issued by TSSA, will have their certificate placed in suspension for a period of 12 months or until the requirements have been met within the 12 months.
- Within four weeks after failing to renew, in writing, the certificate holder will be advised of the suspension and the implications of working in the occupation without a valid certificate.
- Suspended certificates will be terminated for non-compliance after the 12-month period has lapsed.
- Mechanics shall not perform work within the scope of an EDM certification category with a suspended or terminated certificate of qualification.

Those seeking reinstatement of an expired certificate more than 12 months after the date of expiry shown on the certificate shall following the established guidelines as appropriate, as published at [www.tssa.org](http://www.tssa.org):

- *Elevating Device Mechanics Reinstatement Process*
- *Elevating Device Mechanic-In-Training (EDM-T) Reinstatement Process*

Elevating Device Mechanics approved for reinstatement will be required to write and pass the qualifying examination for the certificate classification before reinstatement.

### 12. Examination

An examination candidate is encouraged to review the TSSA Certification Examination Preparation Guide, available at [www.tssa.org](http://www.tssa.org), for detailed information on the examination process, scheduling, examination disability accommodation requests, 'what to expect on the examination day', prohibited and non-prohibited materials, etc.

Prior to being permitted to schedule/write an examination, the applicant must receive a formal approval issued by Elevating Device Training and Certification Services. The mandatory documentation for assessment is detailed in [Section 6: Certificate Requirements](#).

General:

- The structure of an examination varies based on the certificate applied for.
  - A Full Version examination will be a minimum of 150 questions, while Class Version examinations may be shorter in length.
  - Examination questions are developed based on the In-Class/Theoretical Training for the classification, focusing on specifics of the certificate class.
- Questions are a combination of multiple choice, providing 4 possible answers, and true/false. Diagrams to simulate practical situations may accompany questions.



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- Examinations will be 2-3.5 hours in length.

### Passing Grade:

- The minimum acceptable grade to pass and Elevating Device Mechanic examination is 70%.

### Examination Materials:

- The applicant will be permitted to bring the reference materials outlined in TSSA Certification and Examination Preparation Guide, available at [www.tssa.org](http://www.tssa.org).
  - Examination materials will not be provided by the examination center, it is the responsibility of the applicant to have the materials in their possession. All materials must meet the requirements of the TSSA Certification Examination Preparation Guide, available at [www.tssa.org](http://www.tssa.org).

### Examination Re-Writes:

- An applicant who did not meet the 70% requirement may re-write the examination no sooner than thirty (30) days after the previous sitting.
  - The applicant will be allowed two examination re-writes, if required.
- Applicants will be required to register for the re-write following the same procedure outlined under “Registration”. For each examination attempt, the applicant is required to submit both the certification and examination fees, as outlined in the fee schedule.
- Failure to pass the examination with at least a 70% after the third attempt (second re-write) will require the applicant who still wishes to obtain certification to enrol in remedial training where deficiencies have been found. More information can be found in [Section 9: Remedial Training](#).

## 13. In-Class/Theoretical Training Credits

To facilitate mobility across the Province, promote continuity in training standards and uphold the validity of a standardized curriculum, students will be able to “transport” credits for successfully completed In-Class/Theoretical Training modules from Accredited Elevating Devices Training Provider to another.

A student’s credits for successfully completed modules within one certificate category may be credited towards a higher certificate. However, additional training may be required based on the training completed.

Note the following:

- Mechanic Qualifications are non-transferable between certification categories. Those certificate holders “grand parented” must obtain the applicable In-Class/Theoretical training in order to apply for a higher certificate (e.g. EDM-F upgrading to EDM-B must obtain the formal training as outlined in **Table 1**).

## 14. Out of Province/Assessment

Out of Province applicants who have completed a recognized training program(s) in their home jurisdiction or those with existing qualifications in Ontario may apply for an Out of Province/Assessment



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and are to be referred to the TSSA for a formal assessment of the training program(s) and related experience and qualifications.

An applicant seeking an Out of Province/Assessment shall submit an application in alignment with the Out of Province Certificate Assessment guideline, published at [www.tssa.org](http://www.tssa.org). All documentation submitted must be translated to English by a certified translator, and the original certified translated documents are required to be submitted.

Based on the results of the evaluation of materials and documentation submitted, applicants will be required to:

- Successfully complete and pass the TSSA examination for the class of certificate applied, and/or;
- Obtain additional experience or training in those areas deemed deficient, in order to qualify for the class of certificate pursued.

Note the following:

- Practical experience gained in the elevating device industry/related industry is not eligible to replace the formal In-Class/Theoretical training requirements for the class applied.
- Applicants without documentation, or inadequate documentation related to their In-Class/Theoretical training or Practical/Demonstrated Skills, will be required to obtain further training/experience in Ontario as an EDM-T.
- Applicants must inclusively meet or exceed the In-Class/Theoretical Training and Practical/Demonstrated Skills for the class applied.
  - Credit for partial Elevating Device Mechanic Curriculum modules will not be granted.
  - General training completed by the applicant is not eligible for credit.
- Applicants have been evaluated through the Out of Province/Assessment process may be directed, in writing, by TSSA to complete the exemption examinations as an option to meet the In-Class/Theoretical Training requirements for the class applied for. Applicants who have not received permission through this process will be required to complete the In-Class/Theoretical Training requirements for the class applied for, through an Accredited Training Provider.
- Out of Province/Assessment applicants are not required to register with MLITSD in order to be assessed by TSSA.
- Applicants submitting for an assessment will be charged a fee for the service; the applicable fees are outlined in the Fee Schedule.

### 15. Rescue Operations/Emergency Evacuation

Owner operators are not required to have identified individuals conducting Rescue Operations/Evacuation certified as Elevating Device Mechanics, *ref: O. Reg. 222/01, s. 2 (2)*.

Owner operators are however, required to meet enhanced owner contractor registration requirements. Owner operators shall:

- Register as a contractor solely for the purpose of allowing the owners employees to perform rescue operations;



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- Designates for the carrying out of rescue operations only those employees who have successfully completed a training program approved by the director that is delivered by an accredited training provider approved by the director to safely perform rescue; operations on the devices owned and operated by the owner and the owner's premises;
- Develops written operating procedures for rescue operations in conjunction with the accredited training provider;
- Maintains an up-to-date list of all employees trained in rescue operations, including the dates of initial and subsequent training, and;
- Provide the TSSA with the operating procedures referred to above, and the details of the training of employees upon request.

Note the following:

- Accredited Elevating Device Emergency Evacuation Training Providers shall only conduct training for Rescue Operations/Emergency Evacuation.
- All participants/trainees shall be assessed through a minimum 25 question multiple choice written examination and a practical skills assessment, obtaining a minimum of a 70% mark to pass.
- The Accredited Elevating Device Emergency Evacuation Training Provider will issue a Record of Training (ROT) to each participant/trainee, indicating the date of training, name of the training provider, and with an expiry date 2 years from the date of issue.
- The ROT authorization will shall be installation specific or within the owner operators site(s), provided the equipment is similar (i.e. different schools within a school board).
- In order to renew an ROT, the participant/trainee shall have full re-training within the 2 year period of validity.
- Pre-requisites for training include but are not limited to fall protection and WHMIS awareness training.
- Owner operators are required to submit copies of their ROT's and a list of trained personnel along with their owner contractor registration and subsequent annual renewals.
- A maximum of 8 participants/trainees are permitted for the in-class/practical training.
- The device types on which the participants/trainees are trained may include all Elevating Devices as defined in Ontario Regulation 209/01 (Elevating Devices), with the exception of passenger ropeways (Ski Lifts).



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### Licensing, Registration and Certification notes:

- 1 Licensing, registration, certification and examination fees are non-refundable. Registration fees are billed annually. Examination fees are payable for all examinations and re-writes taken by the applicant, regardless of whether the outcome is a pass or a failure. An exam re-write counts as a separate examination and will be billed accordingly.
- 4 Certificate holders certified as elevating device mechanics and ski lift mechanics are subject to one renewal fee for both endorsements. Certificate renewals are valid for two years and non-refundable.
- 5 Invigilation fees will be billed on a per invigilator per exam basis, and are subject to HST. As a result, multiple invigilation fees may be applied for one sitting if two or more examinations are administered simultaneously or two or more invigilators are required to properly administer the examination (i.e. a large number of students and/or multiple rooms are involved). Should a customer request on-site invigilation, the TSSA will determine how many invigilators are required based on the specifics of the customer request. On-site invigilation fees are charged specifically for the service of on-site invigilation, and do not replace or subsidize the regular examination fees that are charged on a per-student basis.