



Challenge Certificate Assessment for a Higher Category

N.B. This guide does not apply to G.3 or OBT-3 challenges. Please refer to the Gas Technician/Oil Burner Technician Policies & Procedures Document for G.3 or OBT-3 Challenges, available at www.tssa.org.

As outlined in the Gas Technician/Oil Burner Technician Policies & Procedures Document, available at www.tssa.org, technicians who are seeking to challenge a higher level of an Ontario Certificate of Qualification must:

- Currently hold a valid Certificate of Qualification under Ontario Regulation 215/01.
- Have the appropriate pre-requisites to apply for a higher-level certificate. For pre-requisite requirements please refer to the policy document noted above.

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

- 1) Submit request through the [Client Portal](#), under the Applications section, select Examination Booking.
- 2) Attach with the submission, 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. Include a minimum of six (6) addresses where work was completed.
 - 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 holders 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)**.
- 3) Challenge Assessment, Certification & Examination Fees as per the [Fee Schedule](#)

Please note, if applicant is required to complete a practical assessment as part of their approval, TSSA will invoice separately after the completion of the practical assessment.

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