



## Reinstatement Certificate Assessment for Elevating Device Mechanics (EDM-A – EDM-F) Expired or Lapsed more than 12 Months

As outlined in Ontario Regulation 222/01, s. 5(6) and the Elevating Device Mechanic Policies & Procedures Document, available at [www.tssa.org](http://www.tssa.org), Elevating Device Mechanics 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 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 detailing the mandatory steps has been provided below. Note: all steps are mandatory.

- 1) A letter indicating your request.
  - Reference your expired certificate number, daytime phone number and email address.
- 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 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) A **COPY** of the completed skills passport in the form published by the designated administrative authority.
- 4) A **COPY** of the Continuing Education Certificate of Completion.
- 5) A completed [Application for an Ontario Certificate of Qualification](#).
  - Including the \$81.00 Certification Fee.
- 6) A completed [Application for Elevating Devices Mechanic Examination](#).
  - Including the \$75.00 Examination Fee.
- 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**