



## Out of Province/Certificate Assessment for Elevating Device Mechanics

As outlined in Section 14 of the Elevating Device Mechanic Policies & Procedures Document, available at [www.tssa.org](http://www.tssa.org), Out of Province applicants who have completed a training program(s) in their home jurisdiction or those with existing qualifications in Ontario may apply for an Out of Province/Certificate Assessment.

At a minimum, the following documentation must be submitted to the Elevating Devices, Training and Certification Department. Note: all documentation submitted for assessment must be translated to English by a certified translator, and the original certified translated documents are required must be submitted.

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 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) Training Programs/Courses:
  - Applicants must submit a list of detailed training programs/courses completed that relate to the certification classification applied for (i.e. EDM-A, EDM-F, etc.).
  - Applicants must submit detailed course outlines as they related to the completed training programs/courses that relate to the certification classification applied for (i.e. EDM-A, EDM-F, etc.).
  - Transcripts are mandatory.
- 4) Confirmation of Out of Province/Certification:
  - Applicants must submit copies of Out of Province Certification as appropriate.
- 5) Legislation:
  - Applicants must submit copies of appropriate legislation as it pertains to the scope of authorization/certification.
- 6) A completed [Application for an Ontario Certificate of Qualification](#).
- 8) Assessment Fee:
  - Non-refundable assessment fee of \$166.11 (\$147.00 + HST).
  - Certification fee of \$85.00
  - Examination fee of \$78.50
  - See [Fee Schedule](#)

Applicants who follow the above procedure can expect a response from TSSA within 15 business days.