

**2024 Technical Standards and Safety Authority and Ministry of Labour, Immigration,  
Training, Skills and Development  
Examination Schedule**



Last Updated: October 21<sup>ST</sup>, 2024

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## 2024 Technical Standards and Safety Authority and Ministry of Labour, Immigration, Training, Skills and Development Examination Schedule

### Preface:

The following sets out and identifies the 2024 Technical Standards and Safety Authority ("TSSA") and Ministry of Labour, Immigration, Training and Skills Development ("MLITSD") examination schedule.

#### 1. Examination Procedures:

- a) Examination dates are subject to change/cancellation without notice. Examination candidates are required to confirm the status of their examination no later than 10 business days prior to the scheduled examination date.
- b) On the day of the examination, candidates must produce at least one piece of acceptable government issued photo identification. The examination administrator or invigilator reserves the right to withhold an examination if a candidate fails to produce the same, the examination candidate is therefore subject to the *cancellation* requirements outlined in 4(a).
- c) Examination candidates are required to review and understand the examination procedures, as defined on the applicable examination application form.
- d) Examination security will be strictly enforced. The examination administrator or invigilator reserves the right to revoke an examination at any time if the examination candidate is found to be in violation of the TSSA examination or MLITSD procedures. The examination candidate will be subject to further investigation, which may result in the revocation of an authorization or restrictions may be applied to all future examinations.
- e) Examination candidates are expected to follow the approved procedures of the examination centre or MLITSD office. The administrator or invigilator reserves the right to permit food, beverages, washroom breaks, etc. during an examination.
  - o Exceptions are considered and reviewed on a case-by-case basis; however, must be requested by the examination candidate at the time of scheduling, a minimum of 10 business days prior to the scheduled examination date.

#### 2. Scheduling an Examination:

- a) Examination candidates are encouraged to review the examination schedule, which is updated daily to confirm availability before submitting an examination application. Examinations are booked on a first-come, first-serve basis. Examination seats will not be held.
- b) Examination candidates are required to submit a completed examination application via email to: [examinationandcertification@tssa.org](mailto:examinationandcertification@tssa.org) a minimum of 10 business days prior to the scheduled examination date.
- c) Candidates are solely responsible for confirming the examination date, time and location by contacting TSSA Customer Services at [1-877-682-8772](tel:1-877-682-8772), or via email to: [examinationandcertification@tssa.org](mailto:examinationandcertification@tssa.org)

#### 3. Re-scheduling Examinations

- a) Examination candidates are permitted to re-schedule or cancel an examination one (1) single time after their examination has been scheduled. To meet this requirement, the examination candidate must notify TSSA in writing via email to: [examinationandcertification@tssa.org](mailto:examinationandcertification@tssa.org) a minimum of 10 business days prior to the scheduled examination date.

#### 4. Cancellation:

- a) Where a candidate cancels or attempts to re-schedule a confirmed examination date within 10 business days, the examination fee submitted will be forfeited and a new application and payment must be submitted in accordance with *Section 2: Examination Scheduling*.



### Hub City Examination Locations

The resumption of in-person examinations will have a phased approach to ensure the health and safety of examination candidates, invigilators and TSSA team members.

| Location  | Address  | Start Time                     | Important Information   |
|-----------|--|--------------------------------|---|
| Toronto   | HI-MARK OCCUPATIONAL SKILLS TRAINING CENTRE<br>92 BRYDON DR, ETOBICOKE, ON M9W 4N6               | AM: 8:30 a.m.<br>PM: 1:00 p.m. | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email |
| Barrie    | HI-MARK OCCUPATIONAL SKILLS TRAINING CENTRE<br>2938 HWY, 11 SOUTH, PO BOX 142, ORO, ON, L0L 2X0  | AM: 8:30 a.m.<br>PM: 1:00 p.m. | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email |
| Ottawa    | HI-MARK OCCUPATIONAL SKILLS TRAINING CENTRE<br>2508 DELZOTTO AVE, OTTAWA, ON, K1T 3V7            | AM: 8:30 a.m.<br>PM: 1:00 p.m. | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email |
| Cambridge | HI-MARK OCCUPATIONAL SKILLS TRAINING CENTRE<br>427 DUNDAS ST. N., UNIT 3, CAMBRIDGE, ON, N1R 5R5 | AM: 8:30 a.m.<br>PM: 1:30 p.m. | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email |
| London    | HI-MARK OCCUPATIONAL SKILLS TRAINING CENTRE<br>2520 TRAFALGAR ST. UNIT 1 LONDON ON N6M 1G9       | AM: 8:30 a.m.<br>PM: 1:00 p.m. | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email |

### Ministry of Labour, Training, Skills and Development (“MLITSD”) Examination Locations

\*Updated: Oct 13, 2022

| Location Name | Address   | Exam Start Time(s) | Additional Information   |
|---------------|---|--------------------|--|
| BARRIE        | 55 CEDAR POINTE DR SUITE 609<br>BARRIE, ON L4N 5R7  | 8:45 AM            | - Please arrive 15 minutes before the exam start time, and review all important information in your exam confirmation email  |
| BELLEVILLE    | 135 NORTH FRONT ST<br>BELLEVILLE, ON K8P 3B6  | 9:30 AM            | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| BRANTFORD     | 505 PARK RD N SUITE 201<br>BRANTFORD, ON N3R 7K8  | 10:00 AM           | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| CORNWALL      | 132 SECOND ST E 2nd FLOOR, SUITE 202<br>CORNWALL, ON K6H 1Y4  | 9:00 AM            | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| HAMILTON      | 119 KING ST W 8 <sup>th</sup> FLOOR<br>HAMILTON, ON L8P 4Y7<br>(Located in Ontario Ellen Fairclough building) | 10:00 AM           | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| KENORA        | 227 1/2 SECOND ST S<br>KENORA, ON P9N 1G1   | 10:00 AM           | -Fuels (FS), Elevating Devices (ED), Amusement Devices (AD) & Ski (SKI) candidates must arrive no later than 9:30 A.M. for the MLITSD office to check their code books.<br>-Operating Engineer (OE) examination candidates must arrive no later than 9:45 A.M.<br>-*No Parking Available*  |
| KINGSTON      | 299 CONCESSION ST SUITE 201<br>KINGSTON, ON K7K 2B9   | 9:00 AM            | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email<br>Free visitor parking available. If full, please ask exam invigilator for alternate parking.   |
| KITCHENER     | 4275 KING ST E SUITE 200, 2 <sup>ND</sup> FLOOR<br>KITCHENER, ON N2P 2E9                                      | 10:00 AM           | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| LONDON        | 1200 COMMISSIONER'S RD E UNIT 72<br>LONDON, ON N5Z 4R3  | 9:15 AM            | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| MISSISSAUGA   | 10 KINGSBRIDGE GARDEN CIR<br>SUITE 404 MISSISSAUGA, ON L5R 3K6<br>(Located in the Emerald Centre)             | 9:00 AM            | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| NORTH BAY     | 200 1 <sup>ST</sup> AVE W<br>NORTH BAY, ON P1B 3B9  | 9:30 AM            | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email  |
| OSHAWA        | 78 RICHMOND STREET,<br>OSHAWA, ON, L1G 1E1  | 10:00 AM           | -Fuels (FS), Elevating Devices (ED), Amusement Devices (AD) & Ski (SKI) candidates must arrive no later than 8:30 A.M. for the MLITSD office to check their code books. Operating Engineer - (OE) examination candidates must arrive no later than 9:30 A.M.<br>-Parking: Limited Unpaid Parking is available off William St. W. <b>Please use designated parking spots marked 78 RICHMOND ST. W. otherwise risk being ticketed/towed.</b><br>-The alternate paid parking available is the PARKING GARAGE LOCATED AT <b>12 CENTRE STREET NORTH, OSHAWA, ONTARIO. L1H 1A6.</b><br>-Do not park around the building. (including parking meters) law enforcement officers canvass the area and will issue |



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|                  |   |                |   |
|------------------|---|----------------|---|
|                  |   |                | tickets and/or tow those who extend parking meter time allowance.   |
| OTTAWA           | 347 PRESTON ST 3 <sup>RD</sup> FLOOR, SUITE 310<br>OTTAWA, ON K1S 3H8<br>(Located in the Ontario Government Building) | 9:30 AM        | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email   |
| OWEN SOUND       | 1450 - 1ST AVE W<br>OWEN SOUND, ON N4K 6W2  | 9:00 AM        | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email   |
| PEMBROKE         | 615 PEMBROKE ST E<br>PEMBROKE, ON K8A 3L7   | 8:45 AM        | - Please arrive 15 minutes before the exam start time, and review all important information in your exam confirmation email<br>-Please wait in your car until it is your turn.  |
| PETERBOROUGH     | 901 LANSDOWNE ST W<br>PETERBOROUGH, ON K9J 1Z5  | 10:00 AM       | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email   |
| SARNIA           | 162 Lochiel Street Unit #101<br>Sarnia, ON N7T 7W5  | 9:15 AM        | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email<br><b>please be advised that clients will now be able to use the George Street entrance – and park in the newly created parking lot – off of George Street – between Christina and Vidal streets.</b> |
| SAULT STE. MARIE | 477 QUEEN ST E 4 <sup>TH</sup> FL<br>SAULT STE. MARIE, ON P6A 1Z5<br>(Located in the Queen Centre Building)           | 9:00 AM        | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email<br>-Candidates can park at the back of the building, search for us in the video directory, we buzz them in and they take elevator to 4 <sup>th</sup> floor  |
| ST. CATHARINES   | 301 ST. PAUL ST 10 <sup>TH</sup> FLOOR<br>ST. CATHARINES, ON L2R 7R4  | 10:00 AM       | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email   |
| SUDBURY          | 159 CEDAR ST SUITE 506<br>SUDBURY, ON P3E 6A5   | 9:30AM         | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email   |
| THUNDER BAY      | 103-189 RED RIVER RD 1 <sup>ST</sup> FLOOR<br>THUNDER BAY, ON P7B 1A2   | 9:00 AM        | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email   |
| TIMMINS          | 5520 HWY 101 EAST<br>TIMMINS, ON P0N 1H0<br>(Located in the Ontario Government Complex)                               | 9:00 AM        | - Please arrive 30 minutes before the exam start time, and review all important information in your exam confirmation email   |
| WINDSOR          | 3155 HOWARD AVE, <b>SECOND FLOOR</b> ,<br>SUITE 200<br>WINDSOR, ON N8X 4Y8  | <b>9:15 AM</b> | -Candidates must stagger check in time, as outlined in the confirmation email.<br>-Please contact TSSA if you have any questions about your exam NOT the Roundhouse Building.<br>-The Exam Centre is located on the 2nd floor of an outdoor mall, accessible only M-F during normal business hours.                               |



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**Examination Locations, Dates and Availability\*:**

\* Examination availability will be updated daily; an examination sitting is considered closed when the 'available seats' column is marked with '0'.

| EXAMINATION CENTRE | OCTOBER   |                 | NOVEMBER  |                 |
|--------------------|-----------|-----------------|-----------|-----------------|
|                    | Exam Date | Available Seats | Exam Date | Available Seats |
| BARRIE             | 27-Nov    | 0               | 11-Dec    | 0               |
| BELLEVILLE         | 5-Nov     | 0               | 3-Dec     | 4               |
| BRANTFORD          | 20-Nov    | 0               | 18-Dec    | 1               |
| CORNWALL           | 20-Nov    | 0               | 18-Dec    | 0               |
| HAMILTON           | 19-Nov    | 0               | 17-Dec    | 0               |
| KENORA             | 27-Nov    | 4               | 11-Dec    | 6               |
| KINGSTON           | 20-Nov    | 0               | 18-Dec    | 5               |
| KITCHENER          | 21-Nov    | 0               | 19-Dec    | 5               |
| LONDON             | 21-Nov    | 0               | 19-Dec    | 2               |
| MISSISSAUGA        | 6-Nov     | 0               | 04-Dec    | 0               |
| NORTH BAY          | 20-Nov    | 5               | 18-Dec    | 6               |
| OSHAWA             | 15-Nov    | 0               | 13-Dec    | 0               |
| OTTAWA             | 14-Nov    | 0               | 12-Dec    | 1               |
|                    | 28-Nov    | 0               | -         | -               |
|                    | -         | -               | -         | -               |
| OWEN SOUND         | 19-Nov    | 0               | 17-Dec    | 4               |
| PEMBROKE           | 14-Nov    | 0               | 12-Dec    | 2               |
| PETERBOROUGH       | 6-Nov     | 0               | 4-Dec     | 4               |
|                    | 7-Nov     | 0               | 5-Dec     | 0               |
| SARNIA             | 21-Nov    | 0               | 19-Dec    | 0               |
|                    | 12-Nov    | 0               | 10-Dec    | 3               |
|                    | 19-Nov    | 0               | 17-Dec    | 0               |
| SAULT STE. MARIE   | 20-Nov    | 1               | 18-Dec    | 9               |
| ST. CATHARINES     | 27-Nov    | 8               | -         | -               |
| SUDBURY            | 20-Nov    | 1               | 18-Dec    | 4               |
|                    | 27-Nov    | 10              | 11-Dec    | 11              |
| THUNDER BAY        | 12-Nov    | 1               | 10-Dec    | 1               |
| TIMMINS            | 19-Nov    | 0               | 17-Dec    | 6               |
| WINDSOR            | 27-Nov    | 0               | 11-Dec    | 0               |
|                    | 5-Nov     | 0               | 3-Dec     | 4               |



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|                                   |        |    |        |    |
|-----------------------------------|--------|----|--------|----|
|                                   |        |    |        |    |
| Hub City - Toronto AM (8:30 a.m.) | 5-Nov  | 0  | 3-Dec  | 12 |
|                                   | 6-Nov  | 0  | 4-Dec  | 13 |
|                                   | 7-Nov  | 0  | 5-Dec  | 11 |
|                                   | 13-Nov | 10 | 11-Dec | 12 |
|                                   | 14-Nov | 9  | 18-Dec | 9  |
|                                   | 20-Nov | 10 | 19-Dec | 8  |
|                                   | 21-Nov | 8  | -      | -  |
|                                   | 27-Nov | 6  | -      | -  |
|                                   | 28-Nov | 9  | -      | -  |
|                                   | -      | -  | -      | -  |
|                                   | -      | -  | -      | -  |
| Hub City - Toronto PM (1:00 p.m.) | 5-Nov  | 0  | 3-Dec  | 15 |
|                                   | 6-Nov  | 8  | 4-Dec  | 15 |
|                                   | 7-Nov  | 9  | 5-Dec  | 13 |
|                                   | 13-Nov | 12 | 11-Dec | 15 |
|                                   | 14-Nov | 0  | 18-Dec | 15 |
|                                   | 20-Nov | 6  | 19-Dec | 13 |
|                                   | 21-Nov | 0  | -      | -  |
|                                   | 27-Nov | 0  | -      | -  |
|                                   | 28-Nov | 13 | -      | -  |
|                                   | -      | -  | -      | -  |
|                                   | -      | -  | -      | -  |
| Hub City - Barrie AM (8:30 a.m.)  | 18-Nov | 5  | 16-Dec | 12 |
| Hub City - Barrie PM (1:00 p.m.)  | 18-Nov | 12 | 16-Dec | 14 |
| Hub City - Cambridge (8:30 a.m.)  | 14-Nov | 0  | 12-Dec | 13 |
|                                   | 21-Nov | 4  | 19-Dec | 13 |
| Hub City - London AM (8:30 a.m.)  | 20-Nov | 1  | 19-Dec | 11 |
| Hub City - London PM (1:00 p.m.)  | 20-Nov | 13 | 19-Dec | 15 |
| Hub City - Ottawa AM (8:30 a.m.)  | 19-Nov | 0  | 17-Dec | 10 |
| Hub City - Ottawa PM (1:00 p.m.)  | 19-Nov | 14 | 17-Dec | 16 |