



Challenge Certificate Assessment (Higher Category)

As outlined in the Policies & Procedures Gas Technicians/Oil Burner Technician Certification document which is available on our website at www.tssa.org, technicians who are seeking to challenge a higher level of Ontario Certificate of Qualification must:

- a) Currently hold a valid Certificate of Qualification under Ontario Regulation 215/01 which is available on the TSSA website www.tssa.org. (i.e. G.3 or OBT.3)

AND

- b) You have the appropriate pre-requisites to apply for a higher-level certificate.

The following supporting original documentation (no faxes or photocopies) must be submitted to Training and Certification Services, Fuels Safety Program, TSSA at the address below:

1. A letter indicating your request including your first, middle and last name, date of birth, current address, phone number, email and cell phone if available, and your current certificate number.
2. Detailed documentation providing proof of work experience, including letters from current or previous employer(s) on company letterhead signed by an officer of the company verifying the nature of the work experience.

Detailed documentation **must** include but is not limited to the following:

- Specific time periods where experience has been gained (i.e. Sept 1999 to January 2003).
- Specific types of appliances and nature of work performed (i.e. furnaces/water heaters/boilers, Industrial Process Equipment, service/installation). Describe Btuh input of equipment and a minimum of six addresses where work was completed.
- Reference letters from the individual(s) for whom you were working under the direct supervision on company letterhead. Including names and certificate numbers.

If verification of work experience cannot be obtained from your employer(s), a **Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths)** must be submitted. This declaration must include the above information.

3. A non-refundable assessment fee of \$126.00 (\$120 + GST) payable to TSSA.

You can expect a written response from TSSA within 15 business days.

Training and Certification Services, Fuels Safety Program
3300 Bloor Street West, 14th Floor, Centre Tower, Toronto, Ontario M8X 2X4
Toll Free Tel: 1-877-682-8772 Email: customerservices@tssa.org

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