

# TSSA Certification Examination Preparation Guide



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## 1. Background

The Technical Standards and Safety Authority (“TSSA”) issues Certificates of Qualification for individuals to legally work in TSSA’s regulated industries (“program areas”). In most instances, the completion of at least one certification examination is one of the pre-requisites for certification.

The TSSA Certification Examination Preparation Guide has been designed to provide certification candidates with general information related to:

- [Basic Examination Details](#)
- [Scheduling an Examination](#)
- [Examination Disability Accommodation Requests](#)
- [Examination Day](#)
- [Prohibited and Non-Prohibited Examination Materials](#)
- [Frequently Asked Questions](#)

The Certification Examination preparation guide also forms the examination policies and procedures for each program area and will be strictly enforced.

## 2. Basic Examination Details

Examinations are structured to include sections on the regulatory sector and specific technical information for the certificate type. Typical exams range from 50 to 165 questions depending on the certificate type.

Depending on the examination type, you may have up to three and a half hours (3.5 hours) to write the examination. Additional time will not be permitted, unless previously approved by TSSA through the disability accommodation request process.

All examination questions are multiple choice, with the exception of the Standardization of Power Engineer Examinations Committee (“SOPEEC”) examinations for Operating Engineers which range from multiple choice to essay responses.

## 3. Scheduling an Examination

The examination registration process is outlined on the program area specific Examination Application forms, available at [www.tssa.org](http://www.tssa.org). However, examination candidates are reminded of the following:

- Confirm Eligibility
  - Contact the TSSA Certification and Examination Department, via 416-734-3590, to confirm eligibility to write an examination.
- Call before you book
  - Contact the TSSA Certification and Examination Department, via 416-734-3590, to confirm availability of an examination before submitting an examination application. Examinations are booked on a first come first serve basis, examination seats will not be held.
- Submit a completed Examination Application
  - Ensure that all information is accurately completed on the *Examination Application*, including up to date contact information and valid Visa or MasterCard information. Examination candidates who do not submit the applicable non-refundable pre-payment for the examination fee will not be scheduled for the requested examination.
  - TSSA recommends that all applications are submitted via email to [examinationandcertification@tssa.org](mailto:examinationandcertification@tssa.org)



- Examination Applications can be forwarded to TSSA via regular mail or courier, including valid Visa or Mastercard information and/or cheque or money order.
- Cancellation/Rescheduling Requests:
  - Examination candidates are permitted to make changes or 'reschedule' an examination once at no charge; however, must notify TSSA via email to [examinationandcertification@tssa.org](mailto:examinationandcertification@tssa.org) at least two (2) weeks prior to the examination date. Failure to do so will result in the forfeiture of the examination fee and a new application form (including pre-payment) will be required.

Note: in some instances an accredited training provider will make examination arrangements for candidates who are enrolled and attending their in-class training program. Please contact your accredited training provider to learn more about this process.

## 4. Examination Disability Accommodation Requests

TSSA is committed to ensuring that persons with disabilities have an equal opportunity to become certified to work in TSSA regulated occupations. TSSA recognizes its obligations to accommodate persons with disabilities under the Ontario Human Rights Code and is committed to ensuring that its certification and examination practices meet the needs of all qualified candidates wishing to take the required examination(s) for the appropriate TSSA-issued certificate of qualification.

Examination candidates with disabilities who require examination accommodations are encouraged to review the *Examination Disability Accommodation Policy* available at [www.tssa.org](http://www.tssa.org).

## 5. Examination Day

On examination day a TSSA representative, TSSA approved invigilator or representative of the Ministry of Training, Colleges and Universities ("MTCU") will preside. Examination candidates must be aware of the following:

- Arrival:
  - Examination candidates are required to arrive at least 15 minutes prior to the examination start time.
  - Please note that the examination administrator or invigilator reserves the right to permit food or drinks into the examination room.
  - In the instance an examination candidate arrives late to an examination, the examination administrator or invigilator reserves the right to permit/deny entry to write the examination.
    - Please note: where an examination candidate has arrived late and has been permitted entry to write the examination, additional time will not be provided.
- Identification:
  - Examination candidates are required to provide valid government issued photo identification on the day of the examination. Acceptable forms of government issued photo identification includes a valid Provincial Driver's Licence, Canadian Passport, or a Provincial Identification Card.
    - Please note: a Provincial Health Card, Student Identification card, etc. are not acceptable forms photo identification.
- Examination Reference Materials:
  - Operating Engineers Examinations:



- A SOPEEC binder, non-programmable calculator and pencils are provided by the examination centre, examination candidates are not permitted to bring their own materials, with the exception of drawing instruments.
  - Fuels, Elevating Devices, Amusement Devices, Ski Lifts and others:
    - Examination candidates are required to bring their own permitted reference materials (i.e. Code(s), TSS Act, Regulations, etc.) on examination day. Reference materials must be unmarked and unaltered with the exception of page/section dividers or highlighting of sections, words or clauses. Reference materials that do not meet this criteria are not permitted for use during an examination.
    - The examination centre will provide the examination candidate with a non-programmable calculator and pencils.
  - No other reference materials will be permitted or provided, unless otherwise approved by TSSA in advance of the examination.
  - An examination candidate is prohibited from accessing or otherwise transporting the following materials into the examination room, please note that this list is not exhaustive: electronic devices (i.e. cell phone, pagers, tablets, laptops, etc.); watches, hats (i.e. baseball caps, winter hats, etc.); personal reference material of any kind, etc.
- By sitting an examination, candidates are bound by the applicable Certification and Examinations Policies and Procedures. Candidates agree not to duplicate or copy the examination in any manner nor will they transmit in any way any information regarding the examination to any third party. If any electronic device or prohibited material is found in the possession of an examination candidate, it may be immediately seized by TSSA or its representatives and used as evidence against the examination candidate in any subsequent prosecution or Notice of Proposal to revoke or suspend a certificate, or deny the candidates application for a certificate, as is applicable.

## 6. Prohibited and Non-Prohibited Materials

As outlined in [Section 5: Examination Day](#), there are certain reference materials permitted for use by a candidate during an examination. Detailed information on the permitted materials for the most common TSSA examinations has been provided below. For more information on other permitted examination reference materials for classifications not listed below, please contact the Certification and Examinations Department.

### Fuels Industry Certification

- Gas Technician 1:
  - Technical Standards and Safety Act, 2000, all Fuels Regulations and associated Code Adoption Documents
  - CAN/CSA-B149.1 Natural Gas and Propane Installation Code
  - CAN/CSA-B149.2 Propane Storage and Handling Code
  - B149.3-10 Code for the field approval of fuel-related components on appliances and equipment
  - Optional: B149.2S1 Supplement No. 1 to CAN/CSA-B149.2, Propane Storage and Handling Code
- Gas Technician 2,3, Gas Piping Fitter, Domestic Appliance Technician, Internal Combustion Alternate Fuel Technicians:
  - Technical Standards and Safety Act, 2000, all Fuels Regulations and associated Code Adoption Documents
  - CAN/CSA-B149.1 Natural Gas and Propane Installation Code
  - CAN/CSA-B149.2 Propane Storage and Handling Code



- Optional: B149.2S1 Supplement No. 1 to CAN/CSA-B149.2, Propane Storage and Handling Code
- Oil Burner Technician 1, 2, 3, Oil Piping Fitter:
  - Technical Standards and Safety Act, 2000, all Fuels Regulations and associated Code Adoption Documents
  - Ontario Installation Code for Oil-Burning Equipment – Based on CSA B139, with Ontario amendments 1st Edition
- Petroleum Mechanics (PM1, PM2, PM3, PM4, PMH), Site Operator:
  - Technical Standards and Safety Act, 2000, all Fuels Regulations and associated Code Adoption Documents
  - Liquid Fuels Handling Code
- Local Knowledge Examination:
  - [Technical Standards and Safety Act, 2000](#)
  - [Oil and Gas Pipeline Systems, Ontario Regulation 210/01](#)
  - [Propane Storage and Handling Regulation, Ontario Regulation 211/01](#)
  - [Gaseous Fuels Regulation, Ontario Regulation 212/01](#)
  - [Fuel Oil Regulation, Ontario Regulation 213/01](#)
  - [Fuels Industry Certificates Regulation, Ontario Regulation 215/01](#)
  - [Certification of Petroleum Mechanics, Ontario Regulation 216/01](#)
  - [Liquid Fuels Regulation, Ontario Regulation 217/01](#)

## Elevating Device Mechanic and Ski Lift Mechanic Certification

- Elevating Device Mechanics
  - Technical Standards and Safety Act, 2000
  - Elevating Devices Regulation, Ontario Regulation 209/01
  - Certification of Elevating Device Mechanics, Ontario Regulation 222/01
  - Elevating Devices Code Adoption Document
  - All applicable Director's Orders
  - ASME A17.1/CSA B44 Safety Code for Elevators and Escalators
  - CAN/CSA B311 Safety Code for Manlifts
  - CSA B355 Lifts for Persons with Physical Disabilities
  - CAN/CSA Z256 Safety Code for Material Hoists
  - CAN/CSA Z185 Safety Code for Personnel Hoists
  - ANSI A10.2 Rope Guided Hoist
  - Ontario Electrical Safety Code
  - Elevator Industry Field Employees' Safety Handbook
- Ski Lift Mechanics:
  - Technical Standards and Safety Act, 2000
  - Elevating Devices Regulation, Ontario Regulation 209/01
  - Certification of Elevating Device Mechanics, Ontario Regulation 222/01
  - CSA Z98 Passenger Ropeways and Passenger Conveyors Code
  - Elevating Devices Code Adoption Document
  - All applicable Director's Orders
- Local Knowledge Examination:
  - [Technical Standards and Safety Act, 2000](#)
  - [Elevating Devices Regulation, Ontario Regulation 209/01](#)
  - [Certification of Elevating Device Mechanics, Ontario Regulation 222/01](#)



## Amusement Device Mechanic Certification

- All Classifications:
  - Technical Standards and Safety Act, 2000
  - Amusement Devices, Ontario Regulation 221/01
  - Certification of Amusement Device Mechanics, Ontario Regulation 187/03
  - Amusement Devices Code Adoption Document
  - All applicable Director’s Orders
  - CSA International Z267 Safety Code for Amusement Rides and Devices
- Local Knowledge Examination:
  - [Technical Standards and Safety Act, 2000](#)
  - [Amusement Devices, Ontario Regulation 221/01](#)
  - [Certification of Amusement Device Mechanics, Ontario Regulation 187/03](#)

## Operating Engineers Certification\*

- Local Knowledge Examination:
  - [Technical Standards and Safety Act, 2000](#)
  - [Operating Engineers Regulation, Ontario Regulation 219/01](#)
  - [Boilers and Pressure Vessels Regulation, Ontario Regulation 220/01](#)

\* Note: This information is provided for self-study purposes only, as per Section 5 a SOPEEC Binder will be provided at the examination centre. Examination candidates are not permitted to bring their own materials.

## Boilers and Pressure Vessels Certification

- Certificate of Competency:
  - Technical Standards and Safety Act, 2000
  - Boilers and Pressure Vessels Regulation, Ontario Regulation 220/01
  - TSSA Code Adoption Document, All Minister’s and Director’s Orders
  - CSA-B51, Part 1 – Edition Referenced by the TSSA Code Adoption Document
  - CSA-B52 – Edition Referenced by the TSSA Code Adoption Document

## 7. Frequently Asked Questions

Below are frequently asked questions applicable to all program areas. Should you require additional information, or have a question that is not listed below, please contact the Certification and Examinations Department for response.

- **What is the passing grade for an examination?**
  - The passing grade varies based on the program area, as reflected below:

Program Area	Passing Grade
Fuels	75%
Elevating, Amusement Devices, Ski Lifts	70%
Operating Engineers and Operators	65%
Boilers and Pressure Vessels	70%

- **If I am unsuccessful, will I receive an examination breakdown to study from?**



- Yes. Examination candidates who are unsuccessful and have completed a multiple choice examination will receive an individual mastery report providing a breakdown of the examination module(s). The mastery report will accompany the formal correspondence issued by TSSA, via email, to the examination candidate.

- ***If I am unsuccessful, when can I re-write?***

- If an examination candidate is unsuccessful the period to re-write varies based on the program area. An examination candidate may be eligible to re-write a prescriptive number of days from the original examination date, as established the applicable Regulation and as reflected below:

Program Area	Eligible to Re-Write
Fuels	30 days
Elevating, Amusement Devices, Ski Lifts	30 days
Operating Engineers and Operators	60 days
Boilers and Pressure Vessels	30 days

- ***I was unsuccessful on a multiple choice examination, can I request a re-mark?***

- No. Multiple Choice examinations are not eligible for re-mark, as our team diligently reviews each examination as it is electronically scored to validate that the examination results align with the information provided on the response sheet (i.e. scantron).

- ***I believed that an examination question was incorrect, what type of response can I expect?***

- If an examination candidate follows the procedure outlined by the examination invigilator to ‘challenge’ an examination question and has made proper reference, providing the supporting rationale (i.e. code reference, etc.), the question will be reviewed by a technical expert within the applicable safety program area. If the ‘challenge’ is deemed successful a point/mark will be awarded for that question, formal notification will not be delivered to the candidate. After the completion of an examination, questions or subject matter will not be discussed or reviewed with the examination candidate.
- Examination candidates who have failed to follow the approved procedure to ‘challenge’ an examination question are not eligible to do so once the examination has been completed.

- ***Can I leave the examination room for a break during an examination?***

- No. Breaks are not permitted during an examination, except in the case of an approved disability accommodation, emergency or bathroom break (if permitted by the examination invigilator).

- ***I passed the required examination(s) for certification, how do I obtain my certificate?***

- For more information on the requirements for certification, please visit [www.tssa.org](http://www.tssa.org) to review the applicable Policies and Procedures or Certification and Examination Guide.

- ***I passed a Fuels, Elevating, Amusement Devices, Passenger Ropeway, or Boilers and Pressures vessel examination and received a certificate of qualification, will I receive a result letter?***

- No. Result letters are only issued to examination candidates who are unsuccessful on the examination.

- ***Will I receive a result letter for an Operating Engineers or Operator Examination?***

- Yes. Results letters are issued to an examination candidate for all Operating Engineers or Operators examination results. Examination result correspondence will only be delivered via email.