



## Reinstatement Certification Assessment for Fuels Industry Certificate Holders

As outlined in Ontario Regulation 215/01 and the Gas Technician/Oil Burner Technician Policies & Procedures Document, available at [www.tssa.org](http://www.tssa.org), individuals who fail to renew their certificate within 12 months from the date of expiry are required to apply for recertification. TSSA assesses all applicants on an individual basis and may require an applicant to undergo a written examination, practical evaluation, or both, to qualify for reinstatement. At a minimum, the following original documentation (faxes or photocopies are not accepted) must be submitted to the Fuels Safety Training and Certification Department.

To assist you in initiating the process, a checklist detailing the mandatory steps has been provided below.

- 1) A letter indicating your request, which must include: your first, middle and last name, date of birth, current address, telephone phone number, email and cell phone (if available) and your lapsed/expired certificate number.
- 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 equipment and the nature of work performed (i.e. furnaces/water heaters/boilers, industrial process equipment, service/installation), describing the Btuh input of all equipment. Include a minimum of six (6) addresses where work was completed.
  - Reference letters from the individual(s) for whom you were working under the direct supervision, on company letterhead. Reference letters must include the supervising certificate holders name, certificate number and contact information.
  - 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) Reinstatement Assessment Fees of \$411.43. This includes the non-refundable assessment fee of \$181.83 (\$161 + HST), \$107.00 examination fee, and the \$122.50 certification fee.
- 4) A completed [Application for an Ontario Certificate of Qualification](#).  
(Note: Payment of Certification fee is included on **Step 5** in the Application for Fuels Safety Mechanic Examination Form, no payment is needed from the above application.)
- 5) A completed [Application for Fuels Safety Mechanic Examination](#).

Applicants who follow the above procedure can expect a response from TSSA within 20 business days.

Please submit all documentation to:

**Fuels Safety Training and Certification Department**  
**345 Carlingview Drive**  
**Toronto, ON**  
**M9W 6N9**