

Policies and Procedures Gas Technician/Oil Burner Technician Certification

**(under Ontario Regulation 215/01
Technical Standards and Safety Act, 2000)**



**Revised – December 2013
TSSA Training & Certification Services
www.tssa.org**



Policies and Procedures

Gas Technician/Oil Burner Technician Certification

(under Ontario Regulation 215/01, *Technical Standards and Safety Act, 2000*)

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Introduction

The following Policies and Procedures were collectively developed by the Technical Standards & Safety Authority (TSSA) and the Fuels Industry Training and Certification Advisory Board (TCAB) operating under the authority of the Director under the *Technical Standards & Safety Act, 2000*. The Policies and Procedures have been adopted by Training and Certification Services, TSSA.

The Policies and Procedures pertaining to Gas Technician and Oil Burner Technician programs and the method of their application and administration are set out in the following pages. The intent is to provide a set of reference points and guidelines for Training Providers, examination bodies and/or administrators involved in the training and certification process and for the Fuels Industry in general.

Candidates enrolled in the Apprenticeship Program should refer to the “Policies and Procedures 636G Apprenticeship” document.

These Policies and Procedures must be followed by all Training Providers who wish to have their programs recognized/accredited by the TSSA (O. Regulation 215/01, Sect 5).

The Policies and Procedures are subject to enhancement and revision as required.

Administrators shall not alter any of the Policies and Procedures set out in this document without the knowledge and prior **written** approval of the TSSA.



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Curriculum

1. The Gas Technician and Oil Burner Technician Training Curricula as developed by the joint TSSA and industry training and certification task forces (1996, updated 2002) have been adopted as the **minimum standard** for the training and certification of the said occupations in the Province of Ontario.
2. The estimated times for each individual certificate program are contained in the curricula developed for both the Gas Technician program and the Oil Burner Technician program. Requests for variations to the required hours must be outlined & submitted to Training and Certification Services, TSSA for approval.
3. All accredited Training Providers and organizations will use only the curriculum approved by the TSSA as amended.
4. The approved curriculum forms the basis for the development of all lesson plans, testing standards and criteria.
5. Providers of training for Gas Technician and Oil Burner Technician programs must be accredited by and registered with the TSSA. All training programs must be accredited by the TSSA.
6. Applications for a certificate of qualification received from Training Providers not accredited by the TSSA will not be processed.



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Examination/Evaluation

1. The testing of knowledge and evaluation of practical skills are applied throughout the programs with each module of training. Program participants will be required to complete a written/theoretical examination at the conclusion of each certificate level.
2. The candidate will be evaluated on the practical skills demonstrated throughout their training (if applicable). Practical evaluation may be applied through either hands-on, written and/or combination of a written and oral examination as agreed to by the Training Provider and the TSSA.
3. The candidate will be required to achieve a passing grade on the TSSA certification examination and demonstrate a level of practical skill acceptable to the TSSA for each applicable module of training. Failure to complete any of the modules in the manner prescribed will result in a failing grade. The candidate will be required to rewrite the tests or be re-evaluated on those modules not meeting the standard.
4. The passing grade on the TSSA certification examination and practical skills demonstration is 75%. A passing grade is valid for one year (12 months).
5. Candidates are not permitted to use dictionaries or translators during the course of an examination.
6. Accommodations for students with special circumstances are possible only when detailed medical reports or Individual Education Plans from the Ministry of Education, with stated learning accommodations are submitted to TSSA at the time of registering for the exam. A doctor's note is not sufficient for this purpose.
7. Candidates are required to produce government issued photo identification to the exam invigilator on the day of the certification examination in order to be permitted to write.
8. An exam invigilator must be someone other than the program instructor for the certification programs.
9. Training Providers who administer examinations are required to submit the applications with the grades. Failing grades must also be included with the submissions.
10. For applicants who wish to write their exams at TSSA or at a Ministry of Training, Colleges and Universities (MTCU) site, due to a limited number of seats, applications will be accepted on a first come first served basis.
11. Candidates will be allowed to re-schedule an examination only once at no charge, but must notify TSSA via e-mail to examinationandcertification@tssa.org two (2) weeks prior to the examination date. This time period is required to prevent examinations from



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being forwarded to the exam center. Failure to do so will result in forfeiture of examination fee and a new application form (with fee) will be required.

12. Only those candidates who have scheduled an examination will be permitted to write the examination.

13. Candidates will be permitted to attempt the theoretical and practical exams a maximum of three times. If unsuccessful, the candidate must attend a full training program as per Ontario Regulation 215/01, Sect 5 (3). Notwithstanding this, as per Ontario Regulation 215/01, Sect 5 (2), the candidate may apply to the Director for a fourth attempt at an examination. The candidate must provide proof of exceptional circumstances which prevented the candidate from passing the exam on their previous attempts.

14. Second and third attempts at the practical evaluation for certification requirements may be requested from TSSA Training and Certification Services if the opportunity to do so is not made available through the Training Provider.

15. If a Training Provider allows a second or third attempt at the practical component of the evaluation for a certificate after the candidate's course information has been submitted to TSSA, the Training Provider must submit an Application for Certification for each attempt with the new practical evaluation score and the applicable application fee.

Certificate Requirements

1. In order to obtain a certificate from the TSSA as outlined in O. Regulation 215/01, the candidate will be required to:

- a) successfully complete a training program including examination and practical components delivered through a Training Provider that is registered with, and accredited by the TSSA;
- b) score an overall average of 75% or higher on the TSSA examination(s);
- c) receive an average score of 75% or higher on the practical evaluation in the applicable modules within the training program;
- d) conditions prescribed in items 1 b) and c) above must be achieved within one year of program completion (1 a) in order to receive the applicable certificate(s). Failure to meet these requirements within one year of program completion will necessitate reapplication;
- e) maintain an 80% attendance record throughout the program training. Note: this is meant as a suggested guideline. Training Providers should use this

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percentage with discretion.

2. Failure to meet any of the requirements may necessitate that the candidate re-write the appropriate examination(s) or have their practical skills re-evaluated.
3. A candidate for a Gas Technician 1 (G.1) certificate must have, as prerequisites:
 - a) a valid Gas Technician 2 (G.2) certificate of qualification;
 - b) written confirmation of work experience detailing two years (4000 hours) of field experience as a G.2, of which at least 500 hours must be on systems with an input in excess of 400,000 Btuh under the direct supervision of a G.1 certificate holder; or has completed a TSSA approved training program which is deemed equivalent to the 500 hour requirement;
 - c) successful completion of the required modules of training and the examinations.

Challenging the examination(s) is an option, however, **only if** the applicant holds the G.2 and has the required experience (3 b).

4. A candidate for an Oil Burner Technician 1 (OBT-1) must have as prerequisites:
 - a) a valid Oil Burner Technician 2 (OBT-2) certificate of qualification;
 - b) written confirmation of work experience detailing two years or 4000 hours of field experience as an OBT-2, of which at least 500 hours must be experience with systems that have an input in excess of 7 US Gallons per hour under the direct supervision of an OBT-1 certificate holder; or has completed a TSSA approved training program which is deemed equivalent to the 500 hour requirement;
 - c) successful completion of the required modules of training and examination(s).

Challenging the examination(s) is an option, however, only if the applicant holds the OBT-2 and has the required experience (4 b).

5. A candidate for an OBT-2 must have a valid Oil Burner Technician 3 (OBT-3) certificate.
6. Candidates for a Domestic Appliance Technician (DA), Gas Piping Fitter (GP), and G.2 must have completed the Gas Technician 3 (G.3) program and be in possession of a valid G.3 certificate.
7. Candidates for a Recreational Vehicle 1 (RV.1) certificate must hold a Recreational Vehicle 2 (RV.2) certificate and have documented proof of experience as outlined in



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Regulation 215/01.

8. Candidates for certification as an Industrial Maintenance Technician (IMT, IMT-E (Electrical) or IMT-M (Mechanical)) must complete a TSSA registered customized training program as outlined in the *IMT Certification Policies & Procedures* document:

<http://www.tssa.org/regulated/fuels/training/fuelsTraining07.asp>

9. Certificates will be issued by the TSSA upon receipt of:

- a) the prescribed fee;
- b) a signed declaration/application completed by the training organization stating that the candidate has met all of the certification requirements;
- c) a data sheet which contains information pertaining to the candidate as required by the TSSA;
- d) a signed confirmation of work experience detailing the required field experience as applicable for the G.1 and OBT-1 certificates.

Challenge Process

A candidate for certification may opt to seek exemption from attending programmed modules of training by challenging the examination(s) for each particular module or by challenging the full level. Challenge examinations will be based **upon theoretical and practical knowledge**. The questions for challenge examinations will be drawn from a weighted database and shall also include a practical skills assessment conducted by a TSSA Training and Certification Advisor.

Challenge examinations are set by Examination and Certification Services, TSSA. All other requests for a challenge examination will be directed to an accredited Training Provider or an accredited examination centre. A Training and Certification Advisor will arrange a practical skills assessment utilizing the assessment technique developed by Training and Certification Services. The assessment is based on the standards for practical skills identified in the approved curriculum. Both theoretical and practical components must be successfully completed in order for a certificate of qualification to be issued.

An individual wishing to obtain certification via the challenge process may be first required to obtain the pre-requisite certificates in order to proceed. In order to challenge the examination(s) for any of the certificates of qualification issued under *Regulation 215/01* of the *Technical Standards & Safety Act, 2000*, the following are required:



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1. An individual who is not certified in any category or has never possessed a certificate of qualification may:

- a) challenge the G.3 and/or the OBT-3 examination **only**;
- b) arrange with the TSSA Training and Certification Services for a practical evaluation;
- c) a candidate must complete the challenge process (examination and practical assessment) within one year of successful completion of the written examination.

2. An individual holding a G.3 or an OBT-3 may challenge another certificate which follows the G.3 or OBT-3 in the hierarchy of certificates, without undergoing a full training program only if:

- a) in case of a G.2(or DA) or an OBT-2 certificate, 4000 hours of work experience has been accumulated as a G.3 or OBT-3 from the date the certificate was issued. Prior, uncertified field experience will not be recognized or considered valid towards certification requirements;
- b) in case of a GP certificate, 1000 hours of work experience has been accumulated as a G.3;
- c) work experience referred to above is fully documented and verified by the supervising certificate holder and the employer;
- d) the candidate completes the challenge process within one year of the date of approval.

3. A person may attempt to challenge the G.1 examinations only if:

- a) the individual holds a valid G.2 certificate;
- b) the individual can provide documentation detailing 4000 hours of accumulated experience as a G.2, of which a minimum of 500 hours are on systems larger than 400,000 Btuh under **direct** supervision or has completed a TSSA approved training program which is deemed equivalent to the 500 hour requirement. The name, certificate number and signature of the supervising certificate holder must be provided;



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- c) candidates will have one year to complete the challenge process from the date of approval.
4. **A person may attempt to challenge the OBT-1 examinations only if:**
- a) the individual holds a valid OBT-2 certificate;
 - b) the individual can provide documentation detailing 4000 hours of accumulated experience as an OBT-2, of which a minimum of 500 hours are on systems larger than 7 U.S. gallons per hour under **direct** supervision or has completed a TSSA approved training program which is deemed equivalent to the 500 hour requirement. The name, certificate number and signature of the supervising certificate holder must be provided;
 - c) candidates will have one year to complete the challenge process from the date of approval.

Renewals

Renewal periods are two years as prescribed in the Ontario Regulation 215/01. Policies pertaining to renewals are as follows:

- a) a certificate holder (any type) that fails to renew their certificate on time will have their certificate placed in suspension for a period of twelve months or until the requirements have been met. Suspended certificates will be cancelled after the twelve months have lapsed;
- b) certificate holders who have not renewed their certificate or who have failed to meet the information requirements for a period longer than twelve months, and are requesting a re-instatement, will be considered as new applicants, and will be subject to the same certification requirements of a new applicant, i.e. re-training, qualifying examination(s), practical skills evaluation.
Please refer to *Reinstatement Certificate Assessment* policy available at:

<http://www.tssa.org/CorpLibrary/ArticleFileMain.asp?Instance=136&ID=BA024058999F4F35B10E8E89D24BADAB>

- c) renewal notices and suspension letters will be mailed to the address on file with TSSA. Notification of change of address and phone numbers must be submitted to TSSA within 30 days (O. Regulation 215/01, Sect 19(1)) of the change of the information to ensure renewal notices are received.



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Reinstatement Process

The reinstatement process applies to individuals whose certificates have been cancelled. A cancellation of a certificate occurs when an individual fails to renew their certificate after it has been expired for twelve months.

Individuals with cancelled certificates who have remained actively working in the fuels industry, in contravention of the regulations, and wish to apply for reinstatement must provide detailed documentation of proof of continuous work experience, including letters from previous and current employer(s), equipment/appliance specifications, the nature of the work (i.e. installation, service, maintenance, engineering...etc), copies of certificates from completed training programs and if self employed a client reference list that includes names and addresses. This information must be included with the application for certification submitted to TSSA for processing.

Based on the review of this information a Training and Certification Advisor may:

- a) deny the request for reinstatement. In such a case the individual would be required to begin the process of certification from the lowest level of certification (i.e. G.3 or OBT-3). In this case, and only in this case, with the permission of the Director, a reinstatement applicant may challenge the next higher level of certificate (i.e. G.2 or OBT-2) upon completion of the requirements for the G.3 or OBT-3 respectively;
- b) approve the reinstatement request with:
 - i) application fees only
 - ii) application fee and theoretical exam
 - iii) application fee and practical assessment
 - iv) application fee, theoretical exam, and practical assessment (in this case the theoretical exam would have to be successfully completed prior to the scheduling of a practical assessment with a Training and Certification Advisor)

Also refer to *Reinstatement Certificate Assessment* policy available at:

<http://www.tssa.org/CorpLibrary/ArticleFileMain.asp?Instance=136&ID=BA024058999F4F35B10E8E89D24BADAB>



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Upgrades

Certificate holders will be able to upgrade their certificates from one category to another if the following conditions have been met:

- a) the additional required training modules for the certificate being applied for have been successfully completed;
- b) a passing grade of 75% was achieved on the theoretical training. The applicant may wish to challenge the examination(s) for the applicable modules;
- c) the evaluation of practical skills was achieved for each applicable module;
- d) the additional requirements for the G.1 and the OBT-1 are met;
- e) the applicant submits a completed application, transcripts, signed declarations, a copy of their current certificate, and the appropriate fee to TSSA.

Distance Learning

1. Educators and trainers generally agree that there is no satisfactory substitute for classroom instruction. There are, however, circumstances where it is impossible for the student to attend the regular classes and a distance learning arrangement becomes the only option. These circumstances should be limited as follows:

- a) when temporary out-of-town employment does not allow attendance at the classes - discretion should be used to determine what constitutes employment;
- b) when the location of the domicile is such that a student(s) cannot reasonably be expected to attend the classes;
- c) when the number of applicants is too small to warrant a classroom program.

2. Training programs developed for distance learning (i.e. Self-study correspondence, CD-ROM) should be constructed by accredited Training Providers in such a manner as to be equivalent in hours to classroom/workshop programs.

3. Training programs developed for distance learning should be structured to include practical, hands-on training with an instructor in a workshop setting or through an industry partner. The industry partner must be identified and the distance learning materials



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submitted to Training and Certification Services, TSSA prior to acceptance.

4. Distance Learning program students have the same certification requirements as those attending classes, with the exception of the attendance factor of 80%.

Proof of Experience/Declaration

A written confirmation of work experience, provided by the applicant, will be required in a number of instances:

- a) applicants applying for a G.1 or OBT-1 certificate;
- b) holders of certificates that have not renewed and have had their certification status suspended or cancelled.

Exemption

An individual holding a certificate of qualification as a Class 1, 2 or 3 Operating Engineer would not be required to attend the training program(s) for the G.3 nor be required to challenge the G.3 examination in order to be able to proceed to the next level of permanent certification (i.e. G.2, OBT-2, DA, and GP).

This exemption, however, does not mean that the Class 1, 2 or 3 Operating Engineer will receive a G.3 certificate of qualification or that they may perform functions within the scope of a G.3. **The exemption is solely from the requirement to undergo the training modules at the G.3 level so that the person may either immediately enter the G.2 training program or proceed directly to the challenge exam process.**

O. Regulation 215/01, Sect 55(4): allows an exemption for Operating Engineers that only applies to work that is within the scope of the person's certificate as an Operating Engineer on equipment that is located at a registered plant at which the person is employed.



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Out of Country Applicants

1. Out of Country applicants who have completed recognized training programs in their home jurisdiction are to be referred to Training and Certification Services, where:
 - a) the training programs in the home jurisdiction will be evaluated. The applicant will be required to submit a request in writing, enclose official transcripts and proof of successful completion and/or certificates from their home jurisdiction and include a Confirmation of Qualification from the certifying body in their home jurisdiction;
 - b) experience requirements will be evaluated. The applicant will be required to submit letters from past and/or present employers detailing the length and type of experience and skills that have been accumulated.
2. Based on the results of the evaluation of the material and documents submitted, Out of Country applicants may:
 - a) be required to complete and submit a confirmation of work experience/skills passport; and/or
 - b) be required to successfully complete theoretical exam, and/or practical assessment for the type of certificate being applied for; or
 - c) be deemed to hold the equivalent training and having met the experience requirements for the applicable type of certificate, Training and Certification Services will issue the equivalent Ontario endorsement.

Out of Province Applicants

Under the Agreement on Internal Trade (AIT) workers who are already certified in another province or territory in Canada would be entitled to be certified in that occupation in Ontario. Please refer to the Labor Mobility Policy on the TSSA website for further information:

<http://www.tssa.org/regulated/fuels/training/fuelsTraining10.asp>



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Scope of Certification

All technicians are required to work within the scope of the certificate/endorsement type they hold. For the specific wording and details relating to the scope of the various certificates of qualification and Records of Training please refer to the *Fuels Industry Certificates and Authorizations Regulation 215/01* under the *Technical Standards and Safety Act 2000*:

<http://www.tssa.org/regulated/fuels/training/fuelsTraining01.asp>

Record of Training (ROT) Accreditation, Expiry Dates, and Renewal Procedures

Please refer to the *Record of Training Policy* document:

<http://www.tssa.org/regulated/fuels/training/fuelsTraining09.asp>

Industrial Maintenance Technician (IMT)

For details on the IMT assessment process and certification requirements please review the *IMT Policies & Procedures* document:

<http://www.tssa.org/regulated/fuels/training/fuelsTraining07.asp>

All IMT Training Programs and certificate requirements must be approved in advance by Training and Certification Services, TSSA.



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Accreditation of Training Providers

1. Training Providers will be required to meet specific standards and conditions in order to be accredited and registered with TSSA as authorized under O. Regulation 215/01 of the Technical Standards & Safety Act, 2000 to deliver Fuel certification training program(s). This includes, (where applicable), Proof of Registration with the Ministry of Training, Colleges and Universities (MTCU), Private Career College's (PCC's) branch.
2. Training Provider Status with TSSA will be cancelled if a training provider has not delivered training within the previous 2 years. Accreditation status can be reinstated through a new application process.
3. Applications or declarations for certification submitted on behalf of students by an organization not accredited as a Training Provider will not be accepted.
4. The criteria/conditions for acceptance of a Training Provider are as follows:

a) Laboratory/Workshop Requirements for Practical Training

Due to the large proportion of practical skills development included in the majority of the training modules and curriculum, it is essential that the training facility have access to the required equipment. The equipment will vary with the degree of technical expertise required to deliver the training and meet the terminal performance objectives set out for the module(s). This will require access to equipment that includes, but may not be limited to:

- i. cylinders, tanks and components used in various applications such as regulators, valves, meters, fittings, etc.;
- ii. a supply of the fuel(s) to activate the various appliances;
- iii. auto propane/compressed natural gas and filling facility (if applicable);
- iv. tools, meters, pressure gauges, flue gas analysers as required to connect or disconnect supply systems, troubleshoot and adjust the various types of equipment;
- v. specific operational equipment such as furnaces, water heaters, boilers, fireplaces, ranges, dryers ... etc. as required for instruction and to provide a broad range of hands on experience;
- vi. various manual and electronic control systems as required.



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The lab facility may be on-site or at a site convenient for use by the Training Provider (e.g. on the site of an industry partner, the physical plant...etc). **Each site must be pre-approved for use by TSSA and will necessitate a field visit.**

b) Instructor Qualification

The Training Provider wishing to deliver fuel certification programs will employ qualified instructors. Instructors delivering modules of training that have a technical content (e.g. electrical, flame safeguard controls, controls ... etc.) shall be certified/recognized in their occupation or trade and have a demonstrated knowledge of the subject matter(s) by submitting letters detailing their minimum of five years experience.

c) Instructor Information

The Training Provider will provide the names of their instructors and/or sub-contractors. The information will include: residential address and phone number, photocopy of trade / occupational certificates; training delivery experience, fuel industry experience and any other information deemed pertinent to the delivery of the program. This information needs to be provided to TSSA prior to commencement of the class.

d) Instructor/Student Ratio

It is *recommended* that there be no more than 20 students per instructor.

e) Classroom - Theory Training

Theory instruction is an integral part of each program and should be supported through a proper environment. Note that the examinations are based in large part upon the theoretical training.

Texts, audio/visual equipment, flip charts, and other training materials and props such as parts, fittings and tools that assist in the training must be available as required for the specific training modules.

f) Curriculum

The Training Provider will be required to satisfactorily deliver the standardized training curriculum approved by the TSSA as appropriate. The established curriculum will be provided to Training Providers by TSSA. **There will be no deviation from these criteria unless specifically agreed to by Training and Certification Services, TSSA.**



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g) Examination standards

The Training Providers will be required to apply the examination & evaluation standards based on the approved training curriculum and standardized examination banks.

As per the agreement signed by the Training Provider in the Policy and Procedures for TSSA Exam Administration and Invigilation (attached), under no circumstances will an instructor invigilate an examination.

Documented security procedures and protocol will be applied to ensure the confidentiality of the question data bank and the access to the data bank. A Training Provider not observing the security and confidentiality provisions may be subject to loss of accreditation.

5. An inspection of the facility and interviews with the instructors may be required in order to accredit a Training Provider. This inspection will be arranged through TSSA and an inspection fee will apply.
6. To ensure consistency and quality of the training programs accredited by TSSA Training Providers will be audited by the TSSA on 3 year cycle. Additional audits may be performed as warranted.
7. It is the responsibility of an Accredited Training Provider to inform TSSA of any changes to an accredited program. These changes would include but are not limited to: instructor information, significant lab revisions, course offerings, training manuals as well as contact information.



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Required Modules for Gas Technician Classifications

Classification	Module Requirements	Suggested Program Hours	Total Cumulative Hours
Gas Technician 3 (G.3)	1, 2, 3, 4, 5, 6, 7, 8, 9	180	180
Gas Pipe Fitter (GP)	G.3 (modules 1 – 9) plus modules 10, 15, 22	55	235
Domestic Appliance (DA) Technician	G.3 (modules 1 – 9) plus modules 11, 12, 13, 14, 15, 16	240	420
Gas Technician 2 (G.2)	G.3 (modules 1 – 9) plus modules 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24	480	660
Gas Technician I (G.1)	G.3 (modules 1 – 9), G.2 (modules 10 – 24), plus modules 26, 27, 28, 29, 30 and 31	140	800
Liquid Propane Fitter (LP)	Must have one of the following certificates: Gas Pipe Fitter (GP), Gas Tech 2 (G.2), Gas Tech. 1(G.1), plus module 25	32	32
Industrial Maintenance Technician (IMT, IMT-E (Electrical) or IMT-M (Mechanical))	Industrial Maintenance Technician Certification is site specific. Training requirements & guideline hours are set after an Equipment assessment and prior learning assessment on Technicians has been conducted by TSSA	To Be Determined	To Be Determined
Internal Combustion Alternate Fuel Technician	Successfully completed accredited training program, should also include components of modules 1, 3, 4, 6	Variable	Variable



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Required Modules for Oil Burner Technician Classifications

Classification	Module Requirements	Suggested Program Hours	Total Cumulative Hours
Oil Burner Technician 3 (OBT-3)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10,11, 12, 13 Training Materials from TSSA/University of Guelph, Kemptville/COHA (Canadian Oil Heat Association) or equivalent	200	200
Oil Burner Technician 2 (OBT-2)	OBT-3 (modules 1 - 13) plus modules 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 Training Materials from TSSA/University of Guelph, Kemptville/COHA (Canadian Oil Heat Association) or equivalent	240	440
Oil Burner Technician 1 (OBT-1)	OBT-3 (modules 1 - 13), OBT-2 (modules 14 – 23) plus approved OBT-1 training materials Training Materials from TSSA/University of Guelph, Kemptville/COHA (Canadian Oil Heat Association) or equivalent	80	520



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Gas Technician Certification Training Modules

1. Protect Self and Others
2. Fasteners, Hand Tools and Power Tools
3. Properties, Characteristics, Safe Handling of Propane and Natural Gas
4. Installation Codes, Acts and Regulations
5. Introduction to Electricity
6. Technical Manuals, Specifications, Schematics, Drawings and Graphs
7. Customer Relations
8. Introduction to Piping and Tubing Systems
9. Introduction to Gas Appliances
10. Advanced Piping and Tubing Systems
11. Basic Electricity
12. Controls (Mechanical and Electronic)
13. Building as a System
14. Domestic and Non-Vented Appliances
15. Gas Meters, Pressure Regulators and Relief Valves
16. Domestic Gas Fired Refrigerators
17. Conversion Burner
18. Water Heaters, Combo Systems, Potable Water Heating Systems
19. Forced Warm Air Heating Systems
20. Hydronic Heating Systems
21. Space Heating and Decorative Appliances
22. Venting Practices
23. Forced Air Add-On Devices
24. Air Handling Systems
25. Liquid Propane*
26. Flame Safeguard Controls
27. Commercial and Industrial Appliances
28. Gas Fired Air Conditioning and Refrigeration
29. Gas Technician I - Electricity
30. Gas Technician I - Controls
31. Valve Train
32. Vehicle Refuelling Appliances (VRA)

***Module 25 for Liquid Propane (LP) requires a separate program submission and Training Provider accreditation process, it is not part of the G.2 or G.1 standard program.**



Policies and Procedures

Gas Technician/Oil Burner Technician Certification

(under Ontario Regulation 215/01, *Technical Standards and Safety Act, 2000*)

Oil Burner Technician Certification Training Modules

1. Protect Self/Others, Safe Handling of Hand & Power Tools
2. Installation Codes, Acts & Regulations
3. Basic Electricity
4. Technical Manuals, Specifications, Schematics, Drawings, Graphs
5. Theory of Combustion
6. Fundamentals of Controls
7. Customer Relations
8. Piping & Tubing Systems
9. Fuel Oil Storage and Delivery Systems
10. Introduction to Water Heaters, Forced Warm-Air Heating Systems
11. Burner Types and Oil Burner Nozzles
12. Chimneys, Drafts and Combustion Efficiency
13. Annual Servicing
14. Building as a System
15. Venting Systems
16. Electricity
17. Conversion Burners
18. Water Heaters, Combo Systems, Potable Water Heating Systems
19. Forced Warm-Air Heating Systems
20. Hydronic Heating Systems
21. Forced-Air Add-On Devices
22. Air Handling System
23. Flame Safeguard Controls



Policies and Procedures

Gas Technician/Oil Burner Technician Certification

(under Ontario Regulation 215/01, *Technical Standards and Safety Act, 2000*)

Fuels Safety Certification Fee Schedule (Regulation 215/01)

Curriculum:

The curriculum document provides a detailed breakdown of each module of study and training required for the specific subject.

Training Profiles contain the full listing of all modules for the gas technician certification sorted by module of study but described at a higher level than the curriculum, i.e. Terminal performance objectives.

Gas Technician Curriculum (Level 1 Modules 26 to 32, 2 - Modules 10 to 24 or 3 - Modules 1 to 9) \$25 ea./\$65 set + HST

Practical Skills Assessment:

A service generally provided for the individual who is requesting to be re-instated and wishes to challenge the qualifying examination and the practical evaluation. The practical skills assessment is conducted with the Training and Certification Advisor.

Gas & Oil Burner Technician Practical Skills Assessment:

- \$135/hour + HST (approximately 3 hours)

Examination and Certification Processing:

- Examination Scheduling, Creation & Scoring: \$75
- Application for Certification fee: \$100
- Rewrite: \$175

Examination Sitting Fee:

- \$500 per invigilator (one required per 60 students)

Out of Country, Challenge Higher Category, or Reinstatement Requests: \$352.55 (includes assessment fee \$152.55 (\$135 + HST), application fee \$100, examination fee \$100)

Challenge Examination:

- Exam: \$200 (includes \$100 application fee)
- Re-write \$200

Out of Province Labour Mobility Assessment (as per the Federal Agreement on Internal Trade (AIT)): \$327.55 (includes assessment fee \$152.55 (\$135 + HST), application fee \$100, examination fee \$75)