



## REGULATORY CHANGES AFFECTING ONTARIO-BASED TRAINERS

As you may be aware, the Ontario Technical Standards and Safety Authority (TSSA) has released a new policies and procedures document pertaining to Record of Training (ROT) policies called "Policies and Procedures: Record of Training Policy Document." The document addresses changes made to Ontario Regulation 215/01 following the Propane Safety Review in 2008.

The purpose of this communication is to provide some clarity regarding the document and to advise you what P•T•I will be doing to fulfill the requirements. Please note, there is currently NO ACTION required by P•T•I Ontario-based Trainers and Examiners at this time, as P•T•I will be submitting the necessary information on your behalf.

1. The term "Training Provider", as referenced in the policy and regulatory documents refers to the Propane Training Institute or FSN Training and Development, P•T•I's Regional Business Partner in Ontario. It is the Propane Training Institute that must re-apply and pay a fee to continue being recognized as a Training Provider. The fee referred to on the TSSA website does not apply to individual Trainers or Examiners certified by P•T•I.
2. The policy requires each person delivering training on behalf of a Training Provider (Propane Training Institute or FSN Training and Development) to submit a practical experience sign-off sheet. To address this requirement, P•T•I will be submitting this information on behalf of all Ontario-based Trainers and Examiners certified by P•T•I.
3. P•T•I's Code of Practice, to which every P•T•I certified Trainer or Examiner declares adherence as part of the initial application process, addresses many of the requirements in the document. It should be noted that many of the requirements in the document apply only to Training Providers who offer Gas Technician (G.1, G.2, G.3) or Oil Burner Technician (OBT.1, OBT.2, OBT.3) training programs, which are outside of the scope of Propane Training Institute programs.
4. P•T•I is working closely with TSSA to ensure that all other requirements within the policy are being addressed and will notify our Trainers and Examiners, in the form of a Bulletin, of any changes that may be required within our own policies and procedures.

## BACKGROUND INFORMATION

Click here to access the new ROT Policies and Procedures document as posted on the TSSA website:

<http://www.tssa.org/CorpLibrary/ArticleFileMain.asp?Instance=136&ID=757F564192BC40CA99F49BC76CA7C68D>



Click here to access the new ROT application process as posted on the TSSA website:  
<http://www.tssa.org/regulated/fuels/training/fuelsTraining09.asp>

**Sent to you on behalf of:**

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