

<b>SHIPPING INFO</b>	COMPANY:		COMPANY CONTACT NAME:		
	SHIPPING ADDRESS:				
	CITY:		PROVINCE:	POSTAL CODE:	
	TELEPHONE:		FAX:	EMAIL:	

<b>STUDENT INFO</b>	FIRST NAME:		LAST NAME:		
	STUDENT'S HOME ADDRESS AND / OR ADDRESS ON STUDENT'S CURRENT TSSA LICENSE (IF APPLICABLE)				
	ADDRESS:			TELEPHONE:	
	CITY:	PROVINCE:	POSTAL CODE:	DATE OF BIRTH: (DD/MM/YY)	

*COURSE FEE INCLUDE MANUAL, ACCESS TO ONLINE TOOLS & ONE-DAY IN CLASS REVIEW (REVIEW/EXAM SESSION).  
**STUDENTS MUST PRE-REGISTER FOR REVIEW/EXAMSESSION. VISIT WWW.OPCAONLINE.ORG FOR DATES***

**NOT INCLUDED IN COURSE FEE:**

- **TSSA LIQUID FUELS HANDLING CODE 2017 REQUIRED FOR ALL PARTICIPANTS - TO PURCHASE, VISIT CSA'S ONLINE STORE AT WWW.CSA.CA**
- **TSSA EXAM / LICENSE APPLICATION FEE OF \$175.00 – PAYABLE AT TIME OF REVIEW/EXAM SESSION (CASH, CHEQUE, VISA OR MASTERCARD ACCEPTED)**

✓	COURSE	Course Fee	13% HST	TOTAL FEE
	<b>SITE OPERATOR</b>	\$500.00	\$65.00	\$565.00

**PAYMENT OPTIONS**

**CHEQUES:** Payable to **OPCA**. Print form and mail with cheque to **OPCA** 387 Mapleview Drive W, Barrie, ON L4N 9G4

**CREDIT CARD:**  Visa  Mastercard Card # \_\_\_\_\_ Exp: \_\_\_\_\_  
(mm/yyyy)

Name of Cardholder: \_\_\_\_\_ I authorize OPCA to charge my credit card for the course fees as indicated above (check here)

**Material will be sent upon receipt of payment.** OPCA Reg No. 873350029

Internal Use Only

Received: \_\_\_\_\_ Payment: Chq  # \_\_\_\_\_ CC  Inv  # \_\_\_\_\_ Shipped: \_\_\_\_\_ Entered

*PLEASE REVIEW TRAINING POLICIES ON REVERSE PRIOR TO SUBMITTING REGISTRATION*

## ONTARIO PETROLEUM CONTRACTORS ASSOCIATION - PETROLEUM MECHANIC CERTIFICATION HOME STUDY COURSE POLICIES

---

The OPCA home study program provides the necessary theoretical training in preparation for the required TSSA Petroleum Mechanic course examinations.

Included in your home study course:

- ✓ Manual
- ✓ Access to online tools (video tutorial and quizzes)
- ✓ Review with a skilled instructor
- ✓ Exam sitting provided by OPCA. Additional TSSA exam & application fees apply.

Upon successful completion, participants are provided with a certificate of completion, transcript and TSSA Application for Certification.

### **REGISTRATION REQUIREMENTS**

- Courses must be purchased at least three weeks prior to Review/Exam session the participant plans to attend.
- Students must pre-register for review/exam sessions. Course purchase does not automatically enroll students in sessions.
- All courses require approximately 35-40 of study time (based on individual's study habits)
- Participants must bring valid photo identification to review/exam sessions, otherwise will not be permitted to write exam.

**PARTICIPANTS WHO MISS ONE OR MORE SCHEDULED REVIEW/EXAM SESSIONS WILL BE SUBJECT TO THE FOLLOWING:**

- Participants will not be notified of future review/exam dates.
- Administration fee of \$200.00, payable prior to reinstatement and admittance to future review/exam sessions.

About the Site Operator certification

As per O. Reg 216/01 A Site Operator (SO) license allows an individual to perform the following functions involved with managing and/or operating a fuel facility:

- Record keeping and reconciliation
- Inventory control
- Maintain pumps - replace nozzles, spouts, hoses, breakaways, filters and belts
- Assess, contain and clean up spills and leaks

The Site Operator course includes both written and practical exam components (practical evaluation approximately 20 minutes in length). Practical evaluation consists of the participant demonstrating the proper procedures in performing minor maintenance on a fuel pump or dispenser.