



**Petroleum Mechanic Certification Program  
Home Study Course Registration Form**

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

All student info must be completed below. Incomplete forms will not be accepted. If student already holds a PM license, the number must be provided below.

<b>STUDENT INFO</b>	FIRST NAME:	LAST NAME:	DATE OF BIRTH: (DD/MM/YY)	TSSA LICENSE # (IF APPLICABLE)	
	HOME ADDRESS:		CITY:	PROVINCE:	POSTAL CODE:
	HOME PHONE:	CELL PHONE:	EMAIL:		

Courses include manual, access to online learning tools and in-class review. The in-class review/exam session includes the TSSA certification exam. Students must pre-register for this session. Visit [www.OPCAonline.org](http://www.OPCAonline.org) for upcoming session dates.

**Not included in course fee:**

- TSSA Liquid Fuels Handling Code 2017 - Required for all participants. To purchase, visit [shop.csa.ca](http://shop.csa.ca) (search LFHC2017)
- TSSA Exam & License application fee of \$189.00 - payment processed at time of review/exam session

<input checked="" type="checkbox"/>	Course	Fees (incl.HST)	
	<b>PMH – Petroleum Mechanic Helper - MEMBER</b>	\$367.25	
	<b>PMH – Petroleum Mechanic Helper - NON-MEMBER</b>	\$593.25	
	<b>PM1 – Service and Maintenance – MEMBER</b>	\$565.00	
	<b>PM1 – Service and Maintenance - NON-MEMBER</b>	\$791.00	
	<b>PM2 – Underground Installation – MEMBER</b>	\$565.00	
	<b>PM2 – Underground Installation - NON-MEMBER</b>	\$791.00	
	<b>PM3 – Aboveground Installation – MEMBER</b>	\$565.00	
	<b>PM3 – Aboveground Installation - NON-MEMBER</b>	\$791.00	
		Select Shipping fee	
		Total	

**CHEQUES:** To OPCA. Print form & mail with cheque to OPCA 387 Mapleview Dr W, Barrie, On, L4N 9G4

**CREDIT CARD:** Email to [info@opcaonline.org](mailto:info@opcaonline.org)

Visa  Mastercard Card # \_\_\_\_\_ Exp: \_\_\_\_\_ CVV # \_\_\_\_\_  
(mm/yy)

Name of Cardholder (print): \_\_\_\_\_

Signature: \_\_\_\_\_

e-mail receipt to \_\_\_\_\_

**INVOICE (OPCA Members only):** Check here to be invoiced  email invoice to \_\_\_\_\_

<b>SHIPPING RATES (incl. HST) (standard ground)</b>	
1 Item	\$ 37.29
2 Items	\$ 42.94
3 Items	\$ 45.20
4 Items	\$ 48.59

OPCA Use Only

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

*PLEASE REVIEW TRAINING POLICIES PRIOR TO SUBMITTING REGISTRATION*

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

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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 (quizzes, video tutorials)
- ✓ 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.

#### **LICENSE CATEGORIES**

##### **PMH - PETROLEUM MECHANIC HELPER: PREREQUISITE SAFETY & ENTRY LEVEL ORIENTATION**

A person who holds a PMH license may without supervision, maintain pumps, including replacing nozzles, spouts, hoses, breakaways, filters and belts and may access, contain and clean up spills and leaks.

*The PMH license is a prerequisite for individuals new to the industry and/or who do not have the required experience. Once the trainee completes the PMH certification course, they may proceed to PM1, PM2, and/or PM3 training depending on the work they will be performing.*

For example: An individual who wants to install and remove underground storage tanks is required to obtain their PMH and PM2 license.

The PMH 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.

##### **PM1 - SERVICE AND MAINTENANCE**

A person who holds a PM1 license may, without supervision, service and maintain petroleum equipment and systems, and accessories essential to their operation.

- ✓ Install and remove suction pumps and related systems
- ✓ Repair and maintain suction pumps and related systems.
- ✓ Repair and maintain submersible pumps, dispensers and related systems.

##### **PM2 - UNDERGROUND INSTALLATION**

A person who holds a PM2 license may, without supervision, install, remove, alter, test, service and maintain any type of underground installation and the equipment and accessories essential to its operation.

- ✓ Install underground tanks
- ✓ Remove underground tanks
- ✓ Install petroleum transfer systems
- ✓ Repair and maintain systems for detecting leaks and monitoring tanks
- ✓ Install and remove submersible pumps

##### **PM3 - ABOVEGROUND INSTALLATION**

A person who holds a PM3 license may, without supervision, install, remove, alter, repair, test, service and maintain any type of aboveground installation and the equipment and accessories essential to its operation.

- ✓ Install aboveground tanks
- ✓ Remove aboveground tanks
- ✓ Repair and maintain systems for detecting leaks and monitoring tanks
- ✓ Install, remove, repair and maintain bulk handling equipment

#### **PRACTICAL REQUIREMENT FOR CERTIFICATION - PRACTICAL SKILLS SIGN-OFF DOCUMENT**

The Practical Skills Sign-Off Document serves as a permanent record of work performed. It is the responsibility of the participant to arrange to work with a licensed petroleum mechanic. OPCA members are often willing to assist a trainee in completing their practical experience requirement by allowing them to work on their site in lieu of wages. Companies who need to train employees but do not have licensed petroleum mechanics may also hire an OPCA member contractor as a supervisor on their own site on a sub-contract basis. To find a licensed petroleum mechanic, refer to OPCA's Member Directory located on the OPCA website.