



ONTARIO PETROLEUM CONTRACTORS ASSOCIATION

PROTECTING THE INTEGRITY OF OUR TRADE

Petroleum Mechanic Home Study Course Registration Form

SHIPPING INFO	COMPANY:		COMPANY CONTACT NAME:		
	SHIPPING ADDRESS:				
	CITY:		PROVINCE:	POSTAL CODE:	
	TELEPHONE:		FAX:	EMAIL:	

STUDENT INFO	FIRST NAME:		LAST NAME:		
	THE ADDRESS BELOW SHOULD MATCH CURRENT PM LICENSE REGISTRANT CURRENTLY HOLDS. OTHERWISE, COMPLETE ADDRESS TO APPEAR ON LICENSE (HOME OR COMPANY ADDRESS).				
	ADDRESS:			TELEPHONE:	
	CITY:	PROVINCE:	POSTAL CODE:	DATE OF BIRTH: (DD/MM/YY)	

COURSES INCLUDE MANUAL, DVD (PMH & PM2 ONLY) & ONE-DAY IN CLASS REVIEW. STUDENTS MUST REGISTER FOR REVIEW/EXAM SESSION. VISIT WWW.OPCAONLINE.ORG FOR DATES

NOT INCLUDED IN COURSE FEE: TSSA LIQUID FUELS HANDLING CODE 2007 REQUIRED FOR ALL PARTICIPANTS - TO PURCHASE, VISIT CSA'S ONLINE STORE AT WWW.CSA.CA (ITEM #2019767)

LICENSE APPLICATION FEE OF \$100.00 – PAYABLE AT TIME OF REVIEW/EXAM SESSION (CASH, CHEQUE, VISA OR MASTERCARD ACCEPTED)

✓	COURSE	FEE	13% HST (ON RESIDENTS)	TOTAL FEE	TOTAL DUE
	PMH – Petroleum Mechanic Helper - MEMBER	\$225.00	\$29.25	\$254.25	
	PMH – Petroleum Mechanic Helper - NON-MEMBER	\$425.00	\$55.25	\$480.25	
	PM1 – Service and Maintenance – MEMBER	\$400.00	\$52.00	\$452.00	
	PM1 – Service and Maintenance - NON-MEMBER	\$600.00	\$78.00	\$678.00	
	PM2 – Underground Installation – MEMBER	\$400.00	\$52.00	\$452.00	
	PM2 – Underground Installation - NON-MEMBER	\$600.00	\$78.00	\$678.00	
	PM3 – Aboveground Installation – MEMBER	\$400.00	\$52.00	\$452.00	
	PM3 – Aboveground Installation - NON-MEMBER	\$600.00	\$78.00	\$678.00	
				AMOUNT ENCLOSED	

PAYMENT OPTIONS

CHEQUES: Payable to **OPCA**. Print form and mail with cheque to **OPCA** 92 Caplan Ave. Ste 223 Barrie, ON L4N 0Z7

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)

OPCA Members only: Check here to be invoiced

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
- ✓ DVD (PMH & PM2)
- ✓ Practical Skills Sign-Off Document
- ✓ Review with a skilled instructor
- ✓ Exam

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

REGISTRATION REQUIREMENTS

- Registration forms must be received at least three weeks prior to Review/Exam session the participant plans to attend.
- 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.