

Training Credential - Proof of Proficiency

Training Providers will ensure candidates who successfully complete OSSA Accredited Training Programs are given a “Worker Training Credential Record/Card”. This record is the candidate’s Proof of Proficiency they have successfully completed an OSSA accredited Safety Training Program. For a sample of the credential record/card specifications for this safety training standard see page 2 of this document.

Note: The Training Provider must submit a sample of the credential for approval.

Each worker’s permanent/temporary training credential record/card must include, at a minimum, the following:



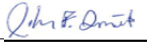
- Safety Training Standard number allocated by the OSSA for which you are accredited (FP2010);
- The Training Provider number allocated by the OSSA. i.e. OSSA# 10234-56;
- Accredited Training Provider’s Name (Organization Name);
- Area for the OSSA Credential Sticker (.5”x.5”), *must be on the front of the card*; **NEW**
- The independent number assigned to each successful participant by the Training Provider i.e. TP#1234;
- Candidate’s name (full first, full middle, full last) printed;
Note: if there is no middle name please add the initials “nmn” (“no middle name” to credential)
- Title of course (Standard for which training to);
- Date of course;
- Training expiry date;
- Authorized Instructor or Contract Instructor’s full name printed;
- Authorized Instructor or Contract Instructor’s signature;
- Identification as to whether the training is:
 - Initial OR
 - Re-certification

Temporary Cards

Temporary credentials/card may be issued with the written permission of the OSSA. In order for an accredited provider to be granted permission to issue “temporary” credentials/card, the following guidelines must be followed:

- a formal written request made to the OSSA stating the reason for requesting the use of a temporary card along with a copy of the temporary card
- must have a Training Provider number on the temporary card and it must correspond with the number on the permanent card issued to the participant within 30 days
- the word “Temporary” watermarked diagonally across the card face
- a note in the Expiry Date line of the temporary card that includes the following statement: “This credential/card expires 30 days from date issued” and all other information required on permanent cards (see list above) must be entered on the card. (Appendix A-4)

Worker Training Credential Card Example Front of Credential Card

ABC Training Company OSSA Confined Space Entry/Monitor			Training Provider Name	
<u>Timothy Jan Gondek</u> Candidate Name (Print) (Full First, Full Middle, Full Last)	STS #CSE/M2010 OSSA # 123459-44 TP# 1234		OSSA (Program Name)	
<u>Sept 30, 2011</u> Course Date	<input checked="" type="checkbox"/> Initial	John Frank Smith Authorization (Print)	_____ Candidate Name (Print) (Full First, Full Middle, Full Last)	STS#CSE/M2010 OSSA # 123456-78 TP# 1234
<u>Sept 30, 2014</u> Expiry Date	<input type="checkbox"/> Renewal	 Authorization (Signature)	_____ Course Date	<input type="checkbox"/> Initial
			_____ Expiry Date	<input type="checkbox"/> Renewal
				_____ Authorization (Print)
				_____ Authorization (Signature)