



INFORMATION BULLETIN

ELEVATING DEVICES MECHANIC CERTIFICATION PROGRAM

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Topic:

This Information Bulletin is being issued to provide a clear and easy to use guide for instructors, apprentices, and employers of apprentices as well as for the use of industry organizations, regulatory bodies, and provincial and federal governments.

It reflects updated standards based on the British Columbia elevating industry and subject matter experts. It is recommended that all applicants and contractors become familiar with the program. Use this document for a complete overview of the program, and to gain knowledge on all the requirements. This document contains a quick guide in point form to help applicants and contractors with the process of applying and renewing their certificates, with links to forms on BCSA's website. As such, it is best viewed online to open links.

About the Program

In the province of British Columbia, in order to perform regulated work on all types of elevating devices regulated by BCSA, it is a regulatory requirement to be:

- registered as a Certified Elevating Devices Mechanic or an Elevating Devices Mechanic in Training (MIT); and
- employed by a BC-licensed Elevating Devices Contractor.

As such, the Elevating Devices Mechanic Certificate program (EDMC) was created with in-depth consultation from the elevating industry. This program establishes the requirements for certification in four main areas within the elevating industry.

Class A Elevating Devices Mechanic

The EDMC (Class A) refers to an elevating devices mechanic who installs, constructs, alters, repairs, maintains, commissions, tests, services, calibrates, and operates related elevating devices as defined in the latest edition of the *Safety Standards Act* and British Columbia Elevating Devices Safety Regulation. Review the complete guide to the [Class A program](#).

Class C Elevating Devices Mechanic

The EDMC (Class C) refers to an elevating devices mechanic who is restricted to installing, altering, repairing or maintaining those types of personnel hoists that are identified on the certified elevating device mechanic's Skills Passport. Review the complete guide to the [Class C program](#).

Class H Elevating Devices Mechanic



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The EDMC (Class H) refers to an elevating devices mechanic who is restricted to installing, altering, repairing or maintaining those types of elevating devices that are designed for individuals with physical disabilities and identified on the certified elevating device mechanic's Skills Passport. Review the complete guide to the [Class H program](#).

Class MR Elevating Devices Mechanic

The EDMC (Class MR) refers to an elevating devices mechanic who is restricted to doing those types of repairs or maintenance of elevating devices identified on the certified elevating device mechanic's certificate, while employed by a licensed elevating device contractor who holds a Class MR license that authorizes the same types of repairs or maintenance. Review the complete guide to the [Class MR program](#).

Pathways to Certificate of Qualification

There are three application pathways open to all classes of Elevating Devices Mechanics except Class MR:

1. Mechanic-in-Training (MIT)
2. Out of Province
3. Out of Country

1. Mechanic-in-Training (MIT)

An applicant for a MIT certificate of qualification must submit the following:

- a. The Mechanic-in-Training application form applicable to the Class being applied for.
- b. Proof that the applicant has, within one year before the date of application, completed a training course, acceptable to a provincial safety manager that includes at least 24 hours of instructional time in occupational health and safety. This training is provided by the employer, who will provide a certificate of completion to use as a proof. ([View eligible courses under the Safety Prerequisites heading.](#))
- c. Proof that the applicant is employed by a licensed elevating device contractor who is authorized to do the type of regulated work that corresponds with the class of certificate of qualification for which the applicant is applying.
- d. The [applicable fee](#).

Notes:

- A Mechanic-in-Training must enroll in an approved Elevating Mechanic Apprenticeship Training Program within one year of registering with BCSA as a Mechanic-in-Training. [See programs.](#)
- Once a MIT has completed the requirements of the educational training and has acquired the necessary hours of hands on work experience, they must apply for certification.

2. Out of Province

An applicant for a certified elevating device mechanic certificate of qualification must submit the following:

- a. The ED Mechanic Application for Certification - Granted / Certified Different Jurisdiction Path Form for the applicable class being applied for. All forms are located [here](#).
- b. Proof that the applicant has successfully completed an elevating devices mechanic training program, or equivalent technical education, acceptable to a provincial safety manager. [See training programs](#).
- c. Proof that the applicant has successfully completed the required hours of experience doing regulated work within the scope and class of the certificate of qualification being applied for, OR, proof of certification in another province. See [list of equivalencies](#), and,
- d. The [applicable fee](#).

Notes:

- An applicant for a certificate of qualification as a certified elevating device mechanic must pass all examinations, if any, required by a provincial safety manager in no more than three attempts.

3. Out of Country

An applicant for Elevating Device Mechanic certification of qualification trained outside of Canada must submit all of the following:

- a. Completed ED Mechanic Application for Certification – Granted Form applicable to the Class of certification applying for. All forms are located [here](#).
- b. Proof the applicant has successfully completed an elevating device mechanic training program (transcripts are mandatory).
- c. List of detailed training programs/courses completed that directly relate to the class being applied for.
- d. Detailed outlines of the above courses/programs including hours of study in each module.
- e. Certified translations of the above into English as required; and
- f. Proof that the applicant has 8,000 hours of experience doing regulated work within the scope of the certificate of qualification being applied for.
- g. The [applicable fee](#).

Notes:

- On receipt of all items for an Out of Country Assessment, BCSA will conduct a formal gap analysis of both the in-class/theoretical training and practical skills requirements. We will use the [Elevating Device Mechanic Program Outline](#) to conduct this gap analysis. This will be based on the application materials submitted by the candidate. To ensure that all items required in the EDMC Program Outline have been achieved, credit is not provided for the completion of partial

modules. Where a candidate has not met the requirements for certification, the candidate will be required to obtain the required experience and/or training in BC through a registered elevating device contractor, or accredited training provider.

- Practical experience gained in the elevating device or related industry will not replace the formal in-class/theoretical training requirements for the class applied.
- General training completed or training in another trade technology by the applicant is not eligible for credit.

Skills Passport

Every certified Elevating Devices Mechanic and Mechanic-in-Training will be issued a personal Skills Passport. This passport serves as a guideline for employers, certified mechanics, and mechanics-in-training towards identifying those areas in which additional training may be required. The passport is a living document, and the certified Elevating Devices Mechanic or Mechanic-in-Training must retain this document throughout his or her career as evidence of their competence to perform work on elevating devices regulated by BCSA.

The Skills Passport provides BCSA with a means of verifying an individual's competence to work on specific elevating devices or elevating systems. The passport outlines, in practical terms, the different achievement criteria required within each area of competency. It is important for an individual to maintain an updated Skills Passport as evidence of their ability to work unsupervised in a particular area of the elevating industry. A BCSA safety officer may ask to see the passport from time to time.

Learn more about how to use the passport:

- [About your Skills Passport](#)
- [Class A Passport Sample](#)
- [Class C Passport Sample](#)
- [Class H Passport Sample](#)

Certificate of Qualification Renewal

A certificate of qualification issued by a provincial safety manager to a *Mechanic-in-Training* is valid for a period of one year from the date of issue.

A certificate of qualification issued by a provincial safety manager to a certified *Elevating Device Mechanic* is valid for a period of three years from the date of issue.

BCSA issues renewal letters to clients 60 days before expiry of the certificate of qualification. It is the responsibility of the individual to ensure that certifications are renewed appropriately. Please allow sufficient time for processing of your application and payment ahead of the expiry date. It is the responsibility of the elevator mechanic to ensure their certificate is valid at all times.

Mechanic-in-Training Certificate of Qualification Renewal

To renew a Mechanic-in-Training (MIT) certificate of qualification, the applicant must submit the following:

1. Completed [renewal form](#). (Please select appropriate Class A, C or H MIT form).



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2. **First time Renewal Only:** Proof of registration in a [training program](#) for the purpose of obtaining a certificate of qualification as a certified elevating device mechanic.
3. **Subsequent Renewals:** The applicant must provide proof of the applicant's successful progression through the training program referenced above. See [Directive D-ED 2017-01](#)
4. [Fee payment](#).

Note 1: A provincial safety manager may refuse, without further grounds, to renew the certificate of qualification of a mechanic-in-training who has failed to become eligible for the following:

- a) Class A certificate of qualification within seven years from the date the Class A MIT certificate of qualification was first issued, or Class C or H certificate of qualification within five years from the date the Class C or H MIT certificate of qualification was first issued.

Note 2: A provincial safety manager may attach on issuing a certificate of qualification to a mechanic-in-training include:

- a) limitations on the scope of the regulated work that may be done under the certificate, and
- b) setting experience, education and training requirements that must be completed by a specified date or by the date the certificate expires.

EDMC Class A, H, C or MR Certificate of Qualification Renewal

To renew a Class A, H, C or MR certificate of qualification, the applicant must submit:

1. Completed [renewal form](#). (For MR, please manually indicate)
2. Proof of having completed at least 24 hours of [continuing education](#). (Note: The continuing education must be completed within the term of the certificate of qualification that is to be renewed, and must be recognized by the provincial safety manager as being relevant to the scope of the certificate.)
3. [Fee payment](#).

Quick Guide to Elevating Devices Mechanic (in Training) application and renewals

Requirements for Mechanics in Training

1. First time application forms: [Class A](#), [Class C](#), [Class H](#)
 - a. Fill out appropriate form for class of work
 - b. Provide proof of prerequisite safety training (employer will provide)
 - c. Pay fee
2. First renewal forms: [Class A](#), [Class C](#), [Class H](#)
 - a. Fill out appropriate form for class, including passport information. Employer to sign declaration.
 - b. Provide proof of enrollment in education program.
 - c. Pay fee
3. Subsequent renewal forms: [Class A](#), [Class C](#), [Class H](#)
 - a. Fill out appropriate form for class, including passport information. Employer to sign declaration.
 - b. Provide proof of progression in education program. See [Directive D-ED 2017-01](#)
 - c. Pay fee
4. After completing the compulsory education and acquiring the necessary hours of hands on experience for the class of certificate, MITs can apply for certification as an Elevating Devices mechanic.
 - a. Fill out application form for appropriate class. Granted forms: [Class A](#), [Class C](#), [Class H](#).
 - b. Fill out and have employer sign Skills Passport declaration form. Passport declaration forms: [Class A](#), [Class C](#), [Class H](#)
 - c. Pay fee
 - d. Once the application is approved, you will receive notice from BCSA to apply to write the Certification Exam for your class.
 - e. Fill out [Exam Application](#) form
 - f. Pay the exam fee. Once all documentation and payment has been received BCSA will contact you to set up a time to write the exam.

Requirements for certified Elevating Devices Mechanics

1. For application if certified in another province, use forms:
 - a. Fill out application form for class ([Class A](#), [Class C](#), [Class H](#))
 - b. Provide copies of Skills Passport from other jurisdiction if available. Otherwise, use Skills Passport declaration forms: [Class A](#), [Class C](#), [Class H](#)
 - c. Pay fee
 - d. Once application is approved, you will receive notice to apply to write the Certification Exam for your class.
 - e. Fill out [Exam Application](#) form
 - f. Pay the exam fee. Once all documentation and payment has been received BCSA will contact you to set up a time to write the exam.

2. See instruction 4 above for granted application process. (For applying from out or province without certification, must meet the educational and work experience requirements fully)
3. Certificate renewals required every three years:
 - a. Fill in renewal forms: [Class A](#), [Class C](#), [Class H](#)
 - b. Provide proof of continuing education (24 hours in renewal period)
 - c. Provide Skills Passport declaration forms [Class A](#), [Class C](#), [Class H](#) if any changes to scope.
 - d. Pay the renewal fee.

A handwritten signature in black ink, appearing to read "Nav Chahal".

Nav Chahal,
Acting Provincial Safety Manager – Elevating, Ropeways & Amusements

A handwritten signature in black ink, appearing to read "Earl Towson".

Earl Towson,
Sr. Safety Officer – Elevating, Ropeways & Amusements

References:

Safety Standards Act
Elevating Devices Safety Regulation