

## TRAINING CREDENTIAL - PROOF OF PROFICIENCY

NEW

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

Reserve  
for OSSA  
Sticker

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.

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

### Worker Training Credential Card Example Front of Credential Card

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)