TRAINING ORGANIZATION REGISTRATION GUIDE TO APPLICANTS FOR REGISTRATION AS A TRAINING ORGANIZATION

PURSUANT TO CLAUSE 8.1.4 OF CSA-B620

1. INFORMATION TO SUBMIT TO REQUEST REGISTRATION

Applicants must submit all of the following information to Transport Canada in order to apply for registration:

- A completed application form entitled “Application for Registration as a Training Organization pursuant to Clause 8.1.4 of CSA-B620”;
- For an application for an amendment to an existing registration, a cover letter identifying the reason for requesting an amendment (see Section 1 of the application form);
- Documentation confirming the legal name of the company (see Section 6 of the application form);
- Training plan details (see Section 6 of the application form);
- If the space provided in this form is insufficient, additional pages may be attached.

Note: Applications for registration where sections of the application are incomplete or if any documentation is omitted, will cause service delays and may result in denial.

2. COMPLETING THE APPLICATION FORM

When completing the application form, where a check box is shown, mark with a checkmark when applicable.

When completing the application form, where a radio button is shown, mark with a dot when applicable.

3. SUBMITTING A REQUEST FOR REGISTRATION

The documents listed in item 1 (above) must be submitted to the Regulatory Affairs Branch within the Transportation of Dangerous Goods Directorate at Transport Canada by email at the following address: MOCRegister-RegistreContenant@tc.gc.ca.

Applicants should retain a copy of all the documentation that is submitted for registration. Transport Canada may request revisions to the information that has been submitted and will reference certain parts of this documentation in correspondence with the applicant.

4. SUCCESSFUL APPLICANTS

A Certificate of Registration, normally valid for 5 years, is issued to successful applicants. The Certificate of Registration is emailed to the individual identified in section 3 of the application form upon completion of the registration process.

5. RENEWING A CERTIFICATE OF REGISTRATION

In order to renew a Certificate of Registration, the registered Training Organization must submit all the information identified in item 1 (above) at least three months before the expiry date.

6. CONDITIONS OF REGISTRATION

(a) Training Organizations registered with Transport Canada are required to submit an application for an amendment to an existing registration should there be any substantive change in the information provided to obtain the Certificate of Registration.

(b) Training Organizations registered with Transport Canada are required to maintain and update their training program throughout the course of the registration period.

7. ACCESS TO REGULATORY REQUIREMENTS

All Training Organizations must have the edition of standard CSA-B620 that is currently adopted in the *Transportation of Dangerous Goods Regulations*.

CSA Standards may be purchased from:
Canadian Standards Association
178 Rexdale Blvd.
Toronto, ON M9W 1R3
Telephone: (416) 747-4000 / Toll free: 1-800-463-6727
Fax: (416) 747-2510
Web site: www.casgroup.org

APPLICATION FOR REGISTRATION AS A TRAINING ORGANIZATION

PURSUANT TO CLAUSE 8.1.4 OF CSA-B620

1 – TYPE OF APPLICATION			
Please specify the type of application: ◯ First application ◯ Renewal application **OR** ◯ ▼ Application for an amendment to an existing Certificate of Registration ▼ ◯ Administrative Amendment ◯ Technical Amendment For an application for an amendment to an existing registration, please attach a cover letter identifying the reason (e.g. change of address, etc.) for requesting an amendment.			
Application Date (yyyy-mm-dd)	Certificate Number	Expiry Date (yyyy-mm-dd)	

2 – ORGANIZATION INFORMATION			
Legal name of company or individual (Please attach a copy of a certificate of incorporation or a business name registration, as applicable.)			
Operating name of company or individual (if different from legal name)			
Canada Revenue Agency number (CRA number) of applicant (if applicable)			
Organization Address			
City	Province/Territory	Postal code (A1A 1A1)	Country

3 – INDIVIDUAL RESPONSIBLE FOR COMPLIANCE WITH CSA B620			
Name	Title		
Mailing Address			
City	Province/Territory	Postal code (A1A 1A1)	Country
Telephone (999-999-9999)	Cell (999-999-9999)	Fax (999-999-9999)	
Email			

4 – LOCAL CONTACT (if different from individual identified in Section 3)		
Name	Title	
Telephone (999-999-9999)	Cell (999-999-9999)	Fax (999-999-9999)
Email		

Canada

5 – SCOPE OF REGISTRATION

These functions apply to all specifications :

☐ All FRP ☐ Thickness Test ☐ Upper Coupler Inspection ☐ Wet Fluorescent Test ☐ Lining Inspection

Highway & Portable Tanks	Inspection External	Inspection Internal	Test/Retest Hydrostatic	Test/Retest Pneumatic	Test/Retest Leak Test	Structural Inspection	Cold Vacuum Test
TC 406	☐	☐	☐	☐	☐		
TC 406 Crude	☐	☐	☐	☐	☐		
TC 407	☐	☐	☐	☐	☐		
TC 412	☐	☐	☐	☐	☐		
TC 423	☐	☐	☐	☐	☐	☐	
TC 306	☐	☐	☐	☐	☐		
TC 306 Crude	☐	☐	☐	☐	☐		
TC 307	☐	☐	☐	☐	☐		
TC 312	☐	☐	☐	☐	☐		
TC 350	☐	☐	☐	☐	☐		
TC 350 Crude	☐	☐	☐	☐	☐		
TC 331	☐	☐	☐	☐	☐		
TC 338	☐	☐	☐	☐	☐		
TC 341	☐	☐	☐	☐	☐		☐
TC 11	☐	☐	☐	☐	☐		
TC 44	☐	☐	☐	☐	☐		
TC 51	☐	☐	☐	☐	☐		
TC 60	☐	☐	☐	☐	☐		
Nurse tank or applicator tanks (as permitted by SR 55 or B622)	☐	☐	☐	☐	☐		

6 – REQUIRED DOCUMENTS

Confirm the following mandatory information has been provided:

☐ (a) Certificate of incorporation, letters patent, or other evidence of registration as a company

☐ (b) Learning Material (e.g. PowerPoint slides, participants manual, handouts)

☐ (c) Testing material (e.g. Pass/Fail criteria, written tests)

☐ (d) List of trainers and their qualifications

☐ (e) Sample “Training certificate”

☐ (f) Quality Control Manual as required by Clause 8.1.1(d) of CSA B620

☐ (g) For an application for an amendment to an existing registration, a cover letter identifying the reason for requesting the amendment.

7 – STATEMENTS

I certify that the organization is in compliance with the following requirements:

☐ The quality control manual required by Clause 8.1.1(d) of CSA B620 is in compliance with the edition of CSA B620 and its revisions that are in force under the TDG Regulations.

☐ The quality control program described in the quality control manual is in place and operating as required by CSA B620.

☐ The organization has access to a copy of the most recent edition of the CSA B620 standard.

8 – CERTIFICATION OF APPLICATION

I hereby represent and warrant that the information provided with this application is true and correct and I hereby authorize inspectors of Transport Canada to examine, inspect, or audit any organization associated with this application in accordance with the ***Transportation of Dangerous Goods Regulations***.

Signature

Date (yyyy-mm-dd)

Canada