

## Inspection and Technical Services

### Trades Examinations, Certifications and Licensing – Eligibility, Required Documentation and Appeals

ITS 21-038

Inspection and Technical Services (ITS) is responsible for the examination, certification and licensing for individuals performing regulated work such as installation, maintenance, alteration, etc. for various equipment, devices or systems. ITS issues licences and certificates under the Power Engineers Act, the Electricians' Licensing Act and the Gas and Oil Burner Act.

Information about **examination eligibility, examination rewrite waiting periods and licensing information** under these Acts and Regulations are available:

[https://web2.gov.mb.ca/laws/statutes/index\\_ccsm.php](https://web2.gov.mb.ca/laws/statutes/index_ccsm.php).

#### 1) Application Requirements

- Applicants must review the examination schedule prior to submitting an examination application. The preferred date(s) must be indicated on the application form. Applicants are booked into an exam in the order in which ITS receives a **completed** application form including payment and supporting documentation. Seating capacity is limited. Examination dates may be added, changed or deleted.
- To apply for or to re-schedule an exam, submit the application form, provide the verification of hours and payment prior to the registration deadline. The registration deadline date is a minimum of 4 weeks (20 working days) prior to the scheduled examination date.
- Failure to meet the registration deadline or if the examination sitting is full may result in the application being processed for the next available exam date within the region.
- Applicants will receive a confirmation letter to confirm the details of the exam sitting by email. If an email address has not been provided or the email address is not legible, written confirmation will be sent by mail. Do not assume you have been scheduled unless you have received written confirmation. A confirmation letter will be sent after the registration deadline has passed.

#### 2) Apply for an Examination

- Contact ITS to confirm eligibility to write an examination.
- Complete the examination application form related to your industry and provide the verification of experience/education information as required.
- Submit a completed Examination Application to [ITSTrades@gov.mb.ca](mailto:ITSTrades@gov.mb.ca)

#### 3) Payment Information

- The examination fee is \$60
- Accepted payment methods include: debit/INTERAC, credit card, cheque and money orders. Please note that credit/debit cards **cannot** be processed over the phone.

#### 4) Exam Eligibility and Required Documentation

- The following table illustrates the examination eligibility and required documentation for Limited Specialized Trade Electrical Licences, Gas and Oil Licences and Power Engineer Certificates.
- Proof of further education and/or hours logged under a licensed employer must accompany an application for a re-write at the 4th and 7th attempts, for exams in each program area.

Applications for examinations	Licence required	Required hours of work experience to write*	References required? **	Minimum passing grade
<b>Electricians Licence</b>				
Limited Specialized Trade Electrical	None	*3600 hrs	Yes	70%
<b>Gas and Oil Licence</b>				
Oil Fitter	None	*3600 hrs, or 900 hrs continued experience and Apprenticeship	Yes	70%
Gas C - Liquefied Petroleum Gas Fitter	None	*1800 hrs and has completed a course specifically pertaining to liquefied petroleum installation	Yes	70%
Gas D*** - Utility Gas Fitter	None	*3600 hrs	Yes	70%
<b>Power Engineers Certificate</b>				
1 <sup>st</sup> Class Examinations	Valid 2 <sup>nd</sup> Class Certificate	None	No	65%
2 <sup>nd</sup> Class Examinations	Valid 3 <sup>rd</sup> Class Certificate	None	No	65%
3 <sup>rd</sup> Class Examinations	Valid 4 <sup>th</sup> Class Certificate	None	No	65%
4 <sup>th</sup> Class Examinations	None	None	No	65%
5 <sup>th</sup> Class Examinations	None	None	No	65%
Refrigeration	None	None	No	65%
Special Operator	None	None	No	65%
Steam Traction	None	None	No	65%

\* Under the supervision of an individual who holds a valid licence

\*\* Applicant shall submit an Employer Verification of Experience form

\*\*\* No exam required if holding a Valid Gas A or Valid Gas B

#### 5) Incomplete Applications

- Incomplete applications and exam applicants who do not meet eligibility requirements will not be processed. If your fee was processed a refund will be issued and you will be required to reapply.

## 6) Request to Reschedule/Cancel Examination

- Examination applicants may re-schedule or cancel an examination one (1) single time after their examination has been scheduled. The request **must** be made in writing by email or letter at a minimum of 10 working days prior to the exam date. Requests received after the deadline will not be considered and the exam fee will be forfeited. A second request to reschedule will not be considered and a new application and payment must be submitted.
- No refund will be issued to applicants who fail to appear for an exam for which they have been confirmed.
- There is a 90 day waiting period re-write Power Engineering, Steam Traction, Special Boiler, Refrigeration, and Limited Specialized Electrical Trade exams. There is a 60 day waiting period to rewrite Oil Fitter, Gas D Liquid Petroleum, and Special Recreational Vehicle exams. Please ensure to select the appropriate date when applying to re-write an exam.

## 7) Examination Day

- Be at the exam at the arrival time listed on your confirmation letter.
- Present valid government issued identification on the day of the examination. Accepted identification includes a valid Provincial Driver's Licence, Canadian Passport, or a Provincial Identification Card.
- Only approved reference material is permitted during the examination. Reference material must not contain handwritten notes (highlighting is acceptable).

## 8) Notification of Exam Results

- Results are mailed 3 to 5 weeks after the examination date. Exam results will not be provided by phone.

## 9) Apply for a Licence or Certificate

You may apply for a licence or certificate when you:

- have received a passing mark on an exam administered by ITS
- have successfully completed pressure welding performance qualification testing at a recognized test facility
- have successfully completed a program recognized by ITS
- are seeking recognition from another jurisdiction
- are requesting to reinstate a previously held licence or certificate

Complete the licence/certificate application form related to your industry and submit to [ITSTrades@gov.mb.ca](mailto:ITSTrades@gov.mb.ca)

## 10) Examination Appeal Process

An appeal may be submitted if you believe that the results are unfair. The purpose of the appeal is to re-evaluate exams and determine if any errors were made in the original review. Appeal results are not accompanied by a detailed explanation of the review. The appeal process is not intended to function as a study guide for future examination attempts.

- Before submitting an appeal application, applicants are **encouraged** to contact ITSM at (204)945-5166 to discuss their examination result and to obtain information about the appeal process.
- An appeal must be submitted within 90 calendar days of the date the exam was written.
- The fee to appeal an examination result is \$95.
- Once the results of an exam have been appealed, the appeal result is final. A single writing of an exam paper cannot be appealed more than once.
- Only the most recent writing of a particular exam can be appealed. For example, if a person has written the 2nd Class A2 exam twice, and has failed both times, only the most recent writing can be appealed.

To appeal the results of an exam, submit an Application to Appeal Power Engineer Examination Results to ITSM.

## 11) Contact ITS

Please direct general questions regarding examinations and licencing to [ITSTrades@gov.mb.ca](mailto:ITSTrades@gov.mb.ca)

**For more information about these programs and services, please contact us at:**

Inspection and Technical Services  
508-401 York Avenue  
Winnipeg, MB R3C 0P8

Telephone: 1-204-945-3373

## **MATERIALS PERMITTED DURING THE EXAM:**

### **Power Engineer – 1<sup>st</sup> Class**

- CSA B51 – Boiler, Pressure Vessel and Pressure Piping Code
- CSA B52 – Mechanical Refrigeration Code
- Handbook of Formulae and Physical Constants, Steam Tables and Refrigeration Tables
- ASME Boiler and Pressure Vessel Codes except for Sections V1 and V11
- ASME Boiler and Pressure Vessel Code Academic Extract – Pan Global Training System
- ASME/ANSI B31.1 – Pressure Piping Code and B31.3 – Process Piping
- Drawing instruments and drawing templates
- Provincial Acts/Regulations

### **Power Engineer – 2<sup>nd</sup> Class**

- CSA B51 – Boiler, Pressure Vessel and Pressure Piping Code
- CSA B52 – Mechanical Refrigeration Code
- Handbook of Formulae and Physical Constants, Steam Tables and Refrigeration Tables
- ASME Boiler and Pressure Vessel Codes except for Sections V1 and V11
- The ASME Boiler and Pressure Vessel Code Academic Extract – Pan Global Training System
- ASME/ANSI B31.1 – Pressure Piping Code and B31.3 – Process Piping
- Drawing instruments and drawing templates
- Provincial Acts/Regulations

### **Power Engineer – 3<sup>rd</sup> Class**

- CSA B51 – Boiler, Pressure Vessel and Pressure Piping Code
- CSA B52 – Mechanical Refrigeration Code
- Handbook of Formulae and Physical Constants, Steam Tables and Refrigeration Tables
- ASME Boiler and Pressure Vessel Codes except for Sections V1 and V11
- ASME Boiler and Pressure Vessel Code Academic Extract- Pan Global Training System
- ASME/ANSI B31.1 – Pressure Piping Code and B31.3 – Process Piping
- Provincial Acts/Regulations

### **Power Engineer – 4<sup>th</sup> Class**

- CSA B51 – Boiler, Pressure Vessel and Pressure Piping Code
- CSA B52 – Mechanical Refrigeration Code
- Handbook of Formulae and Physical Constants, Steam Tables and Refrigeration Tables
- ASME Boiler and Pressure Vessel Codes except for Sections V1 and V11

- The ASME Boiler and Pressure Vessel Code Academic Extract- Pan Global Training System
- ASME/ANSI B31.1 – Pressure Piping Code and B31.3 – Process Piping
- Provincial Acts/Regulations

#### **Power Engineer – 5<sup>th</sup> Class**

- CSA B51 – Boiler, Pressure Vessel and Pressure Piping Code
- CSA B52 – Mechanical Refrigeration Code
- Handbook of Formulae and Physical Constants, Steam Tables and Refrigeration Tables
- Provincial Acts/Regulations

#### **Power Engineer – Refrigeration Class**

- ASME Codes except for Sections V1 and V11
- CSA B51 – Boiler, Pressure Vessel and Pressure Piping Code
- CSA B52 – Mechanical Refrigeration Code
- Handbook of Formulae and Physical Constants, Steam Tables and Refrigeration Tables
- Provincial Acts/Regulations

#### **Power Engineer – Special Boiler Operator Class**

- Provincial Acts/Regulations

#### **Gas – C**

- CSA B149.1 – Natural Gas and Propane Installation Code
- CSA B149.2 – Propane Storage and Handling Code
- CSA B149.3 – Code for the Field Approval of Fuel-Related Components on Appliances and Equipment
- Manitoba Gas and Oil Burner Acts/Regulation

#### **Gas – D**

- CSA B149.1 – Natural Gas and Propane Installation Code
- CSA B149.2 – Propane Storage and Handling Code
- CSA B149.3 – Code for the Field Approval of Fuel-Related Components on Appliances and Equipment
- Manitoba Gas and Oil Burner Acts/Regulation

#### **Gas – E**

- CSA B149.1 – Natural Gas and Propane Installation Code
- CSA B149.2 – Propane Storage and Handling Code
- CSA B149.3 – Code for the Field Approval of Fuel-Related Components on Appliances and Equipment
- Manitoba Gas and Oil Burner Acts/Regulation

### **Gas – Recreational Vehicle**

- CAN/CGA B149-2-M91 – Propane Installation Gas Code
- CSA Standard Installation Requirements for Propane Appliances and Equipment in Recreational Vehicles Code Book

### **Oil Burner Installer**

- CSA B139 – Installation Code for Oil Burning Equipment

### **Limited Specialized Trade – Alarm Installer**

**You are allowed to bring the following reference materials:**

- 2018 Canadian Electrical Code

### **Limited Specialized Trade – Appliance Repair**

**There are no reference materials permitted for this examination**

**Note:** *The use of a code book is not permitted for this examination.*

### **Limited Specialized Trade – Elevator**

- CSA B44 – Safety Codes for Elevators, Dumbwaiters, Escalators, and Moving Walks – 2007 Edition
- CSA B355 – Lifts for Persons with Physical Disabilities – 2009 Edition

**You will be supplied with the following reference materials for use during the exam:**

- C 22.1 2018 Canadian Electrical Code
- Manitoba Workplace Safety and Health Regulation – 2015 Edition

### **Limited Specialized Trade – Generator**

- 2018 Canadian Electrical Code

### **Limited Specialized Trade – Recreational Vehicle**

- CSA Standard Electrical Requirements for Recreational Vehicle Code Book

### **Limited Specialized Trade – Voice Data Video**

- 2018 Canadian Electrical Code