



Application for Gas Fitter and Oil Burner Exam

ITS GO Form 06

FOR OFFICE USE:

I. Personal Information – Please Print Clearly			
FIRST NAME	MIDDLE INITIAL		
SURNAME	DATE OF BIRTH (YYYY/MM/DD)		
MAILING ADDRESS			
CITY/TOWN/PROVINCE			
POSTAL CODE			
HOME ADDRESS (IF DIFFERENT FROM ABOVE)			
PRIMARY PHONE	SECONDARY PHONE		
E-MAIL ADDRESS			
II. Employment Information			
CURRENT JOB TITLE	NAME OF EMPLOYER		
ADDRESS OF EMPLOYER			EMPLOYER PHONE
III. Exam			
Liquid Petroleum (C) Gas Licence	Utility (D) Gas Licence	Oil Burner Installer	Other: _____
Is this your first request to write the exam? Yes No			
IV. Exam Fee		V. Requested Exam Location and Date	
The Exam fee is \$60.00. Payment method: Cash/Debt (in person only) *Cheque / Money Order **Credit Card *Cheques and Money Orders payable to the MINISTER OF FINANCE **Attach Credit Card Authorization Payment Form if paying by Credit Card		Select preferred location of exam: Winnipeg Brandon Other: _____ Requested exam dates: _____ (YYYY/MM/DD)	
IV. Verification of Education and Experience			
Verification of Gas and Oil Burner Experience Form Proof of successful course completion. (Submit copy of certificate or transcript if applicable).			
The information provided is true and accurate to the best of my knowledge. I acknowledge and will comply with the policy summary (reverse side and regulations pertaining to this application).			
Date of Application: YYYY/MM/DD		Signature of Applicant:	
OFFICE USE ONLY			
Approved	Declined	Trades Examination Clerk Initials	Date (YYYY/MM/DD)

The submission of a completed application form, verification of hours and payment is required prior to the posted cut-off date. The cut-off date is a minimum of 4 weeks (20 working days) prior to scheduled examination date. Refer to the current examination schedule for cut-off dates.

Failure to do comply with deadline dates may result in automatically being processed for the next available date within the region. Eligibility for preferred dates is on a first come, first served basis when application criteria has been met. Seating is limited.

Dates may change or new examination dates may be added. Specific exam locations will be supplied with written confirmation. Do not assume you have been scheduled unless you have received written confirmation. When an email address is provided, confirmation will be emailed. If an email address has not been provided or the writing is not legible, written confirmation will be mailed.

Cut-off date means Application, Payment and Verification of Hours, if required, have been submitted by the posted cut-off date. This also applies to a request to reschedule.

Request to Reschedule/Withdraw Application

Once confirmation of an exam sitting has been issued:

- The applicant may request to reschedule one time only. The request must be made in writing by email or letter no less than 5 working days prior to the exam date. A reschedule request will not be considered if it is past the cut off date. The applicant will be placed in the next available sitting. The fee will be forfeited when the request is made later than 5 business days prior to the exam date and/or made verbally.
- There will be no refund issued when an applicant fails to appear for an examination for which they have been confirmed. The fee will be forfeited.
- A second request to reschedule may not be considered resulting in the need to reapply for a future exam sitting. Cut-off date and requirements for completed application will apply.
- The applicant may cancel their application to write an examination, in writing and no later than 5 business days prior to their selected examination date. The fee will be refunded. The fee will be forfeited when the request is made later than 5 business days and/or made verbally. If you have previously rescheduled your exam date you will not be eligible for a refund.
- There is a 90 day wait period to re-write all Power Engineering, Steam Traction, Special Boiler, Refrigeration, & Electrical. There is a 60 day wait period to rewrite Oil Fitter, Gas D Liquid Petroleum & Special Rec Vehicle. Please select appropriate dates when applying to re-write and exam.

Examination eligibility, examination rewrite waiting periods and licensing information are found within the Regulations of the specific acts. Online versions of the Laws of Manitoba can be accessed from the ITS's [Acts and Regulations](#) webpage.

The examination fee is \$60. Payment methods are as follows:

- Cash (in person)
- Cheque/Money Order made payable to the Minister of Finance
- Credit Card (either in person or by mailing in a Credit Card Authorization {CCA} form with application). Payment will not be processed if CCA is emailed or faxed. Mail only.

If you require further information, contact the Inspection and Technical Services:

Inspection and Technical Services

508-401 York Avenue
Winnipeg Manitoba Canada
R3C 0P8
Phone: (204) 945-3373
Fax: (204) 948-2309