

# *Heritage Boiler Association (Alberta)*

## Procedure for an HBA(A) Member to apply for a Steam Tractor Practical Test in order to renew their SSTEО Certificate. Issued June, 2022

### Preamble:

- ABSA Certificate renewal criteria for the SSTEО Certificate is set out in Power Engineer Regulation 15 (3), (4) & (5).
- It is the HBA(A) Member's responsibility to keep track of their Certificate renewal date.
  - o Current SSTEО Certificates and their expiring date are listed on the ABSA Alberta Certified Power Engineers Directory: <https://www.absa.ca/directories/alberta-certified-power-engineers-directory/>
  - o If you have let your SSTEО Certificate expire by failing to renew it your Certificate will be removed from the Directory.

### Procedure:

- 1) The HBA(A) Member (the Applicant) submit the "renewal practical test" application to the HBA(A) Practical Test Program Manager, on the downloadable form that is accessed via this link on the HBA(A) website: <https://hbaa.ca/certification>
- 2) The HBA(A) Practical Test Program Manager and the Applicant will arrange a mutually agreeable testing location and date, and the Manager will arrange for an HBA(A) Qualified Observer to conduct the practical test.
- 3) The Applicant then applies to ABSA for a renewal practical test on the two page form **AB-66e** (sample attached), which is found in the ABSA "Forms & Publications" Directory under "Examination & Certification Forms", using this link: <https://www.absa.ca/media/2385/ab-066e-application-for-steo-practical-examination.pdf>
- 4) The Applicant checks off the **second box** on page one, and fills out the remainder of the two-page form and submits the completed form **AB-66e**, with the renewal fee to: [exams@absa.ca](mailto:exams@absa.ca)
- 5) Once the practical test has been completed, the Qualified Observer forwards the Applicants completed Observation Form to the HBA(A) Program Manager.
- 6) When the Practical Test Program Manager receives the results of the practical test from the Qualified Observer, the Manager will notify Applicant of their mark. If the Applicant has been successful (mark of no less than 75%), the Program Manager sends a Recommendation for Renewal to ABSA.
- 7) ABSA will review the Recommendation for Renewal and if it is acceptable to ABSA, they will renew the member's Certificate providing the certificate renewal fee indicated on page 2, "Payment", has been received. It is the responsibility of the Applicant to arrange payment with ABSA.
- 8) ABSA issues a renewal wallet card and registers the renewal in the ABSA Alberta Certified Power Engineers Directory providing the once payment is received. To ensure the process has gone smoothly you should check the Power Engineer Directory to make sure your Certificate has been registered.

# Sample Form AB-66e



APPLICATION FOR  
SPECIAL STEAM-POWERED TRACTION ENGINE OPERATOR'S  
PRACTICAL EXAMINATION  
AB-66e 2022-06

## Special Steam-powered Traction Engine Operator's Certificate of Competency Practical Examination

### Contact Information:

File No: A-  
(previous applicants only)

(Last Name) (First Name) (Middle Initial) Date of Birth: (yyyy/mm/dd)

Mailing Address: (Apt./Street) (City) (Prov) (Postal Code)

Phone No.: (Home) Phone No.: (Work) Phone No.: (Cell)

Email Address: \_\_\_\_\_

**Special Steam-powered Traction Engine Operator's Practical Examination (for Initial Certification)**

- Fee: Applicants will be invoiced after the examination for the fees associated with the examination. \*
- A completed [AB-66\(a\)"Declaration for Power Engineers Experience"](#) form must be submitted with this application.

**Special Steam-powered Traction Engine Operator's Practical Examination (for Certificate Renewal)**  
Fees:

Practical examination fees and certificate renewals fees are applicable when renewing a Special Steam-powered Traction Engine Operator's Certificate of Competency:

- Applicants will be invoiced **after** the practical examination for the fees associated with the examination. \*
- A 2 year certificate renewal fee (\$65.00) is required to complete the certificate renewal. To make a certificate renewal fee payment for this certificate, please complete the payment section below. The certificate renewal will be completed after the applicant has successfully completed their practical examination.

### **\*Practical Examination Fees and Special Instructions**

Special Steam-powered Traction Engine Operator's practical examinations for initial certification are conducted by ABSA Safety Codes Officers. Applicants may have their practical Special Steam-powered Traction Engine Operator's renewal examination conducted by an ABSA Safety Codes Officer or an ABSA approved 3<sup>rd</sup> party.

The following fees will apply when an ABSA Safety Codes Officer conducts a practical Special Steam-powered Traction Engine Operator's examination:

- Travel time to the examination location (\$140.00/Hour)
- Length of the practical examination (hours) (\$140.00/Hour)

Applicants must arrange the date and time of the practical examination with the examination location prior to submitting this application form. ABSA cannot guarantee the availability of 3<sup>rd</sup> party examination locations.

***With your signature, you acknowledge the above statements and agree to be invoiced after the practical examination for the examination fees.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(yyyy/mmm/dd)

The personal information collected on this form is for the purpose of processing your Application for Steam Traction Engine Operators Examination. This personal information collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of personal information, you may contact [generalinq@absa.ca](mailto:generalinq@absa.ca), or by mail to ABSA, 9410 20 Ave. NW, Edmonton, AB, T6N 0A4.

**Practical Examination Date and Location**

Indicate the location, date, and time of the practical examination:

Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_  
(yyyy/mm/dd)

**Examination Location:**

- Reynolds Museum (Wetaskiwin)
- South Peace Centennial Museum (Beaverlodge)
- Calgary Heritage Park
- Other Location (please provide full address): \_\_\_\_\_

**Payment:**

Please complete only if you are renewing your Special Steam-powered Traction Engine Operator's Certificate of Competency:

- Special Steam-powered Traction Engine Operator's Certificate Renewal Fee (Fee: \$65.00)

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| <p><b>Cheque payable to:</b><br/>ABSA,<br/>the pressure equipment safety authority<br/>9410 – 20<sup>th</sup> Avenue<br/>Edmonton, AB T6N 0A4<br/><b>N.S.F. cheque subject to a \$25.00<br/>fee.</b></p> <p style="text-align: right;">Phone: (780) 437-9100<br/>Fax: (780) 437-7787</p> <p><b>Exams Toll Free Line:</b> 1-888-4543926<br/><a href="http://www.absa.ca">www.absa.ca</a></p> <p style="text-align: right;"><b>email to:</b> <a href="mailto:exams@absa.ca">exams@absa.ca</a></p> | <p>Amount: <u>\$65.00</u> Cash* <input type="checkbox"/> Cheque <input type="checkbox"/> MC* <input type="checkbox"/> Visa* <input type="checkbox"/> Debit* <input type="checkbox"/> AMEX <input type="checkbox"/></p> <p><b>*Cash, Debit, Debit Visa and Debit MasterCard only accepted when making a payment in person (Edmonton &amp; Calgary ABSA offices only).</b></p> <p>Cardholder Name: _____</p> <p>Card Number: _____</p> <p>Expiry Date: _____ (mm/yy)</p> <p>Cardholder Signature: _____</p> <div style="border: 1px solid black; width: fit-content; margin-left: auto; margin-right: auto; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>ABSA Use only</b></p> <p style="text-align: center; margin: 0;">Auth. #</p> </div> |
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**Note:** If you are not satisfied with the outcome of your application regarding certification, please follow the appeal process as mentioned on the website: [www.absa.ca](http://www.absa.ca)