

**Office of the Fire Commissioner**

Inspection and Technical Services
508-401 York Avenue
Winnipeg Manitoba Canada R3C 0P8
Phone: (204) 945-3373
Fax: (204) 948-2089

Application for Gas Fitter and Oil Burner Exam**EXAM SCHEDULE AVAILABLE AT:**www.firecomm.gov.mb.ca/itsm_main.html

FOR OFFICE USE:

I. Personal Information – Please Print Clearly			
FIRST NAME		MIDDLE INITIAL	
SURNAME		DATE OF BIRTH (YYYY/MM/DD)	
SOCIAL INSURANCE NUMBER			
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			
<input type="checkbox"/> Liquid Petroleum (C) Gas Licence	<input type="checkbox"/> Utility (D) Gas Licence	<input type="checkbox"/> Oil Burner Installer	<input type="checkbox"/> Other: _____
Is this your first request to write the exam? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IV. Exam Fee		V. Requested Exam Location and Date	
The Exam fee is \$60.00. Payment method: <input type="checkbox"/> Cash/Debt (in person only) <input type="checkbox"/> *Cheque / Money Order <input type="checkbox"/> **Credit Card <small>*Cheques and Money Orders payable to the MINISTER OF FINANCE **Attach Credit Card Authorization Payment Form if paying by Credit Card</small>		Select preferred location of exam: <input type="checkbox"/> Winnipeg <input type="checkbox"/> Brandon <input type="checkbox"/> Other: _____ Requested exam dates: _____ (YYYY/MM/DD)	
IV. Verification of Education and Experience			
<input type="checkbox"/> Verification of Gas and Oil Burner Experience Form			
<input type="checkbox"/> Proof of successful course completion. (Submit copy of certificate or transcript if applicable).			
Exam Fee is \$60 and must be paid with application			
Date of Application: YYYY/MM/DD		Signature of Applicant:	
OFFICE USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Trades Examination Clerk Initials		Date (YYYY/MM/DD)

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 OFC's [Acts and Regulations](#) webpage.

All applications must be complete, pre-requisites met, required documentation submitted and fees paid in order to be eligible to write an exam. The deadline for application submission is a minimum of 4 weeks (20 working days) prior to the scheduled examination date. Late applications may be processed for the next available examination sitting.

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

- Cash/Debt (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.

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. There is a 90 day waiting period between examination re-writes.

Rescheduling an examination more than once may result in an automatic refund of the examination fee. You may however re-apply with applicable fee.

To reschedule an examination, the Office of the Fire Commissioner requires a written request, 5 business days prior to your confirmed scheduled date. All requests should be forwarded to Firecomm@gov.mb.ca or mailed to the address below.

In order to receive a full refund for a cancelled examination, once you've received confirmation, a written request at least 10 business days before the exam date is required.

If you **do not show up** to a confirmed sitting and have not rescheduled or cancelled within the deadlines your application fee will be forfeited.

If you require further information contact the Office of the Fire Commissioner:

Office of the Fire Commissioner

508-401 York Avenue
Winnipeg MB R3C 0P8
Telephone: (204) 945-3373
Fax: (204) 948-2089
Toll Free: 1-800-282-8069
Email: firecomm@gov.mb.ca

Or visit us online @ http://www.firecomm.gov.mb.ca/itsm_exam.html