



## **Energy Safety Canada Customer Approved Administrators**

Updated >> October 2017

Energy Safety Canada Customer Approved Administrators are assigned as Designated Representatives for a company. This approval provides companies the ability to register employees for courses, request replacement certificates on their behalf, and authorizes a company representative to bill to their account. It also allows Energy Safety Canada to release student/employee user credentials for online access and courses, to the company Designated Representative.

*Please remind your employees that Government issued photo identification is required to attend all Energy Safety Canada classes.*

This policy has been put into place to protect both the student's information and companies' business dealings with Energy Safety Canada. For additional information on the Energy Safety Canada Privacy policy please visit our website at [www.enform.ca/privacy.cfm](http://www.enform.ca/privacy.cfm).

### **Becoming an Approved Administrator**

To become an Energy Safety Canada Designated Representative:

A written request must be submitted to Energy Safety Canada on the applying company's letterhead. The request must come from, and include the name and signature of senior management. It must also contain the names and signatures of the proposed representative (a separate letter must be sent for each individual representative). A sample letter is provided on the third page.

The request must include Appendix A (Privacy Consent) with acknowledgment confirmed in the returned letter.

Return the completed letter (with Appendix A) to Enrolment Services via email ([CustomerService@EnergySafetyCanada.com](mailto:CustomerService@EnergySafetyCanada.com)) or fax 403 516 8166.

*Incomplete forms will not be accepted.*

**For further assistance, please contact us toll free at 1 800 667 5557 or email to [CustomerService@EnergySafetyCanada.com](mailto:CustomerService@EnergySafetyCanada.com)**



## **APPENDIX A**

Privacy Consent – for the submission of Personal Information by Third Parties to Energy Safety Canada:

I hereby confirm that our company has taken or will take the necessary steps (in accordance with the Personal Information Protection Act (Alberta)) to obtain consent from individuals employed by our company for the disclosure to Energy Safety Canada of each individual's personal information for the purpose of registering that employee in Energy Safety Canada courses (prior to such registration and disclosure). I hereby confirm that prior to registration our company has or will expressly advise each employee that we propose registering in Energy Safety Canada courses that the disclosure of the employee's personal information is essential for Energy Safety Canada to determine the individual's eligibility and suitability for registration and that Energy Safety Canada will only use and disclose such information for purposes related to registration, certification upon completion of courses, and management of the individual's on-going status as a current or former student of Energy Safety Canada. Our company has or will advise prior to registration each individual whose personal information is submitted by our company to Energy Safety Canada that the individual can obtain further information regarding Energy Safety Canada's privacy practices at [www.Enform.ca/privacy.cfm](http://www.Enform.ca/privacy.cfm) or by contacting Energy Safety Canada's Privacy Officer at [Privacy.Officer@EnergySafetyCanada.com](mailto:Privacy.Officer@EnergySafetyCanada.com).



[Date]

Energy Safety Canada  
5055 11 Street NE  
Calgary AB T2E 8N4

Attn: Enrolment Services

To Whom It May Concern:

I \_\_\_\_\_ [Full Name], \_\_\_\_\_ [Position] of \_\_\_\_\_ [Company Name] am the designated employer representative for the purpose of registering (including obtaining user credentials), and applying for replacement certificates through Energy Safety Canada for our employees. \_\_\_\_\_ [Company Name] confirms acceptance of the Privacy Consent terms set out in Appendix A.

Sincerely,

X \_\_\_\_\_ [Designated Representative]  
\_\_\_\_\_ [Print Name]  
\_\_\_\_\_ [Job Title]

X \_\_\_\_\_ [Senior Management]  
\_\_\_\_\_ [Print Name]  
\_\_\_\_\_ [Job Title]

[Company Address] \*If not on letterhead  
[Street]  
[City] [Province] [Postal Code]  
[Phone Number]  
[Email Address]

Must be signed by a member of your company's upper management who holds seniority to the Designated Representative applicant (for example: President, Vice President, or District Management)

Please email or fax to:  
CustomerService@EnergySafetyCanada.com  
Fax: 403 516 8166