



## ENERGY SAFETY CANADA CUSTOMER APPROVED ADMINISTRATORS

An “Energy Safety Canada Customer Approved Administrator” is an entity such as a company, school or union (the “Administrator”) that Energy Safety Canada has approved for the following purposes:

- To register individuals (the “Individuals”) who are employees, students or members of the Administrator for Energy Safety Canada courses
- To request certificates and replacement certificates on behalf of those Individuals
- To authorize Energy Safety Canada to bill to the Administrator’s or the Individual’s account, as applicable.

The Administrator must designate a representative (or representatives) who can act on behalf of the Administrator or the Individual (the “Designated Representative”) in dealing with Energy Safety Canada. Energy Safety Canada will only release information pertaining to the Individual’s user credentials for online access and Energy Safety Canada courses to the Designated Representative(s).

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

This policy has been implemented to protect both the Individual’s personal information and the Administrator’s business dealings with Energy Safety Canada.

For additional information on the Energy Safety Canada Privacy policy, please visit our website at <https://www.energysafetycanada.com/Privacy>.

## HOW TO BECOME AN ENERGY SAFETY CANADA CUSTOMER APPROVED ADMINISTRATOR AND DESIGNATED REPRESENTATIVE

To become an Energy Safety Canada Customer Approved Administrator and a Designated Representative:

1. Submit a written request to Energy Safety Canada on the letterhead of the applying entity (company, school, union etc.).
  - A sample letter is attached.
  - The request must come from and include the name and signature of senior management of the entity.
  - The request must contain the names and signatures of the proposed Designated Representative. If there will be more than one Designated Representative, send a separate letter for each Designated Representative
  - The request must have Appendix A (Privacy Consent) attached to it and the acknowledgment of Appendix A confirmed in the returned letter.



2. 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:

In my capacity as a representative of the entity (the “Entity”) set forth in the letter to which this is attached, I hereby confirm the following:

1. Prior to registering an individual (the “Individual”) in an Energy Safety Canada course and disclosing the Individual’s personal information to Energy Safety Canada, the Entity has taken, or will take, the necessary steps in accordance with the Personal Information Protection Act (Alberta) to obtain the Individual’s consent for disclosure of personal information to Energy Safety Canada for the purpose of registering the Individual in Energy Safety Canada’s courses.
2. Prior to registering an Individual in an Energy Safety Canada course, the Entity has, or will expressly advise, the Individual that
  - a. the disclosure of the Individual’s personal information is essential for Energy Safety Canada to determine the Individual’s eligibility and suitability for registration in an Energy Safety Canada course;
  - b. Energy Safety Canada will only use and disclose such personal information for purposes related to registration in courses, certification upon completion of courses, and management of the Individual’s on-going status as a current or former student of Energy Safety Canada; and
  - c. the Individual can obtain further information regarding Energy Safety Canada’s privacy practices at <https://www.energysafetycanada.com/Privacy> or by contacting Energy Safety Canada’s Privacy Officer at [Privacy.Officer@EnergySafetyCanada.com](mailto:Privacy.Officer@EnergySafetyCanada.com).



[Date]

Energy Safety Canada  
150-2 Smed Ln SE  
Calgary AB T2C 4T5

Attn: Enrolment Services

To Whom It May Concern:

**RE: Application for Energy Safety Canada Customer Approved Administrator and Designated Representative**

I \_\_\_\_\_ [Full Name], \_\_\_\_\_ [Position] of \_\_\_\_\_ [Entity Name] (the “Entity”) am the designated representative of the Entity for the purpose of registering (including obtaining user credentials), and applying for replacement certificates through Energy Safety Canada for those individuals who are our employees, students, clients or members of the Entity.

\_\_\_\_\_ [Entity Name] confirms acceptance of the Privacy Consent terms set out in Appendix A, attached.

Sincerely,

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

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

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

Must be signed by a member of your entity’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](mailto:CustomerService@EnergySafetyCanada.com)  
Fax: 403 516 8166