

SCHEDULE “C”

FEE SCHEDULE

1. FEES

OSSA is a not-for-profit Organization which has the following fee structure in place:

- (a) An Application Fee is required to be paid by an applicant for the review of an Administrative Application Package;
- (b) A Program Submission Fee is required to be paid by a Training Provider for the review of a Training Program Application;
- (c) A Licensing Fee is required to be paid by all Training Providers on an annual basis; and
- (d) A Credential Security Label Fee is required to be paid by a Training Provider.

All payments must be in the form of a cheque made payable to the Oil Sands Safety Association.

1.1 Application Fee

- 1.1.1 A non-refundable fee of one thousand fifty (\$1,050.00) dollars (including GST) must be paid when the Administrative Application Package is submitted to OSSA.
- 1.1.2 In the event OSSA does not approve an applicant’s Administrative Application, but allows the applicant to address the deficiencies identified by OSSA, the applicant shall be permitted to re-submit such updated application to OSSA for further review. The initial Application Fee paid by the Training Provider shall include a maximum of three (3) reviews of the Administrative Application Package, provided that a re-submitted application must be received by OSSA within 30 days of OSSA’s last review of the Administrative Application Package.
- 1.1.3 Re-submissions after 30 days may require an additional non-refundable fee of one thousand and fifty (\$1,050.00) dollars (including GST) which will include a maximum of three (3) further reviews provided a re-submitted application is received by OSSA within 30 days of OSSA’s last review of the Administrative Application Package.

1.2 Program Submission Fee

- 1.2.1 A non-refundable fee of two thousand one hundred (\$2,100.00) dollars (including GST) must be paid when with the Training Program Application for each Training Standard that the Training Provider wishes to receive Accreditation for is submitted to OSSA.
- 1.2.2 In the event that OSSA does not approve a Training Provider’s Training program Application, but allows the Training Provider to address the deficiencies identified by OSSA, the applicant shall be permitted to re-submit such updated application to OSSA for further review. The initial Program Submission Fee paid by the Training Provider

shall include a maximum of three (3) reviews of the Training Program Application, provided that a re-submitted application must be received by the OSSA within 30 days of OSSA's last review of the Training Program Application.

- 1.2.3 Re-submissions after 30 days may require an additional non-refundable fee of two thousand one hundred (\$2,100.00) dollars (including GST) which will include a maximum of three (3) further reviews provided a re-submitted application is received by OSSA within 30 days of OSSA's last review of the Administrative Application Package.

1.3 **Licensing Fee Structure**

- 1.3.1 Unless otherwise directed by OSSA, the following Licensing Fee structure is in place for all Training Providers:

- (a) Licensing Fee for the Initial Term. Upon obtaining Accreditation of their 1st Training Program, OSSA will invoice the Training Provider a non-refundable fee of three thousand one hundred and fifty (\$3,150.00) dollars (including GST) for the Initial Term. The License Fee for the Initial Term shall be pro-rated from the date of OSSA's approval of the Training Provider's Administrative Application Package to December 31st. The Training Provider must pay an additional one thousand five hundred and seventy-five (\$1,575.00) dollars (including GST) for each additional Accredited Training Program.
- (b) Licensing Fee to be paid annually. Once Licensed, all Training Providers will be required to notify OSSA by October 31st of each year of their intent to renew the License for their Accredited Programs for the upcoming calendar year, including a Letter of Compliance in the form attached as Schedule "O" of the Guidelines.

- 1.3.2 An example of how the Licensing Fee works is as follows:

- (a) A Training Provider seeking a license to deliver one (1) Accredited Training Programs must pay OSSA a Licensing Fee in the amount of three thousand one hundred and fifty (\$3,150.00) dollars (including GST);
- (b) A Training Provider seeking a license to deliver two (2) Accredited Training Programs must pay OSSA a Licensing Fee in the amount of four thousand seven hundred twenty-five (\$4,725.00) dollars (including GST);
- (c) A Training Provider seeking a license to deliver three (3) Accredited Training Programs must pay OSSA a Licensing Fee in the amount of six thousand three hundred (\$6,300.00) dollars (including GST); and
- (d) A Training Provider seeking a license to deliver four (4) Accredited Programs must pay OSSA a Licensing Fee in the amount of seven thousand eight hundred and seventy-five (\$7,875.00) dollars (including GST).

1.4 **Credential Security Label**

As of June 1, 2015, a non-refundable fee of five dollars and twenty five cents (\$5.25) (inclusive of GST) must be paid by the Training Provider for each Credential Security Label requested by the Training Provider. Credential Security Labels will only be sold to Training Providers in good standing with OSSA. Quantities issued will be based on previous year's training numbers, and will be tracked by OSSA.