



## PROFESSIONAL LOCATE ADMINISTRATOR COURSE

### **COURSE OVERVIEW**

The online Professional Locate Administrator Course (PLAC) is designed for people who apply for and manage locates as part of their job.

Upon successful completion of this course, learners will be able to:

- Articulate the importance of damage prevention
- Understand the rules, regulations, and laws that relate to excavation in Ontario
- Prepare and submit accurate locate requests
- Create a complete locate package for use in the field
- Manage and relocate requests
- Troubleshoot challenges

This course is online only.

### **COURSE TOPICS**

#### Module 1: Damage Prevention 101

- Hazard identification
- Understand Ontario One Call and the need to click before you dig
- Rules, regulations, and laws that relate to excavation in Ontario
- Myths and Facts around buried pipes and cables

#### Module 2: Preparing For Your Locate

- Understand the different types of locates and when to use them
- Plan your upcoming projects
- What you need to know before requesting a locate
- How to prepare your dig site and white lining





### Module 3: Requesting a Locate – Who are You?

- How to request a locate
- How to fill out the contact info section on your locate request

### Module 4: Requesting a Locate – Mapping

- How to use drawing tools
- Clearly showing where you're going to dig

### Module 5: Requesting a Locate – Confirming your Dig Location

- How to request a locate in new subdivisions
- Best practices when working with and without addresses
- Best practices on attaching additional files

### Module 6: Submitting a Locate – Why are You Digging and When?

- How to fill out the dig Information section
- Best practices on what to include in Additional Information
- How to show when you're going to dig

### Module 7: The Locate Package

- Clarification requests
- How to read and understand the locate confirmation
- Best practices on creating a locate package

### Module 8: Managing Requests

- Search for Requests
- Change Requests
- Relocate Requests

### Module 9: Troubleshooting

- How to manage and report late locates
- Addressing frequent questions from the field
- Damage management



**CLICK  
BEFORE  
YOU DIG**  
FOR ANY SIZE  
PROJECT

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f. 519-837-5410

Available 24/7

[OntarioOneCall.ca](http://OntarioOneCall.ca)



### **ONLINE COURSE DURATION**

The estimated learning time is 6 hours. Learners have 60 days to complete the modules and the final exam. During the 60 days, learners can go through every module at their own pace. If the learner hasn't completed the program within 60 days, the learner will need to complete all the modules again.

### **PASS MARK**

A mark of 80% on the final exam is required to obtain the certificate of completion. Learners may take the exam up to 3 times to achieve a passing mark.

### **CERTIFICATE OF COMPLETION**

Upon successful completion of this course, certificates are available for download and printing. Certificates are valid for 3 years from the course completion date indicated on the certificate.

### **COMPATIBILITY**

Coursettra works best using the Google Chrome web browser. Internet Explorer and Microsoft Edge are not recommended. The course was created to be used on most internet-capable devices with standard web browsing capabilities. It is recommended you use a desktop, laptop, or tablet with an up-to-date web browser.

### **REGISTER TODAY**

[www.OntarioOneCall.ca/PLAC](http://www.OntarioOneCall.ca/PLAC)

### **QUESTIONS**

[Training@OntarioOneCall.ca](mailto:Training@OntarioOneCall.ca)



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