



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 call or 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 – Where are You Digging?

- State where you're going to dig
- How to request a locate in new subdivisions
- Best practices when working with and without addresses

Module 5: Requesting a Locate – Map Selections

- Select on the map where you want to dig
- How to use drawing tools
- 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 the detailed description of work
- 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 Tickets

- Search for tickets
- Change tickets
- Relocate tickets

Module 9: Troubleshooting

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

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.

CERTIFICATE OF COMPLETION

Upon successful completion of this course, certificates are available for download and printing. Certificates are valid for 2 years from the course completion date indicated on the certificate.

COMPATIBILITY

Ontario One Call uses the Coursettra learning management system. 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. It is highly recommended you use a desktop, laptop, or tablet with an up to date web browser.

REGISTER TODAY

OntarioOneCall.ca/PLAC

QUESTIONS

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**CALL OR
CLICK
BEFORE
YOU DIG**

**FOR ANY SIZE
PROJECT**

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