As outlined in Amusement Device Mechanic Policies & Procedures Document, available at www.tssa.org, Out of Province applicants who have completed a training program(s) in their home jurisdiction or those with existing qualifications in Ontario may apply for an Out of Province/Certificate Assessment.

At a minimum, the following documentation must be submitted to the Amusement Devices, Training and Certification Department. Note: all documentation submitted for assessment must be translated to English by a certified translator, and the original certified translated documents are required must be submitted.

To assist you in initiating the process, a checklist has been provided below. Note: all steps are mandatory.

☐ 1) A letter indicating your request.

☐ 2) Detailed documentation providing proof of work experience:
   - Including letters from current and/or previous employers on company letterhead signed by an authorized person of the company verifying the nature of the work experience.
   - Details must include, but are not limited to: specific periods where experience has been gained, identifying the specific types of Amusement Devices and the nature of work performed (i.e. amusement rides, waterslides, inflatable devices, etc.) working in installation/maintenance, and in what capacity.
     - If verification of work experience cannot be obtained from previous employer(s) or the applicant is the owner/contractor, the Director will review and may accept, a Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths). The original declaration must be submitted, and include the above information.

☐ 3) Training Programs/Courses:
   - Applicants must submit a list of detailed training programs/courses completed that relate to the certification classification applied for (i.e. ADM-AR, ADM-I, etc.).
   - Applicants must submit detailed course outlines as they related to the completed training programs/courses that relate to the certification classification applied for (i.e. ADM-AR, ADM-I, etc.).
   - Transcripts are mandatory.

☐ 4) Confirmation of Out of Province/Certification:
   - Applicants must submit copies of Out of Province Certification as appropriate.

☐ 5) Legislation:
   - Applicants must submit copies of appropriate legislation as it pertains to the scope of authorization/certification.

☐ 6) A completed Application for an Ontario Certificate of Qualification.
   - Including the $79.00 Certification Fee.

☐ 7) A completed Application for Amusement Device Mechanic Examination.
   - Including the $75.00 Examination Fee.

☐ 8) Assessment Fee:
   - Non-refundable assessment fee of $154.81 ($137.00 + HST).
Applicants who follow the above procedure can expect a response from TSSA within 15 business days.

Please submit all documentation to:

Amusement Devices Training and Certification Department
345 Carlingview Drive
Toronto, ON
M9W 6N9