



Challenge Certificate Assessment for Amusement Device Mechanics

As outlined in Ontario Regulation 187/03, s. 5 and the Amusement Device Mechanic Policies & Procedures Document, available at www.tssa.org, 'mechanics-in-training' or mechanics who are seeking a higher certification classification (i.e. ADM-AR, ADM-I, etc.) are required to submit an application for assessment. At a minimum, the following documentation must be submitted to the Amusement Devices, Training and Certification Department.

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 and dated by an authorized person of the company verifying the nature of the work experience.
 - Details must include, but are not limited to: specific dates 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) Practical Skills/Experience Sign-Off Document (Skills Passport):
 - A **COPY** of the completed Skills Passport in the form published by the designated administrative authority.
 - The Skills Passport must be completed by a current/valid supervising mechanic(s), and shall accurately represent the experience and training gained during the qualifying period.
- 4) A completed [Application for an Ontario Certificate of Qualification](#).
 - Including the \$81.00 Certification Fee.
- 5) A completed [Application for Amusement Device Mechanic Examination](#).
 - Including the \$75.00 Examination Fee.

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