

Amusement Device Mechanic Policies and Procedures



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1. Background

This policy describes and sets out policies and procedures related to the Amusement Device Mechanic Certification Program administered by the Technical Standards and Safety Authority (“TSSA”).

The Amusement Device Mechanic Policies and Procedures has been developed in consultation with the Amusement Devices Training and Certification Advisory Board (the “TCAB”) operating under the authority of the Director under the *Technical Standards and Safety Act, 2000* (the “Act”). The qualifications and training herein are established under section 32(1) of the Act.

The Policies and Procedures has been established to provide a set of reference points and guidelines to Amusement Device Mechanics, Amusement Device Licensees and the industry in general.

The Policies and Procedures contained herein are subject to revision and enhancement as and when required.

2. Definitions

In this policy:

- **“direct supervision”** means supervision provided by an on-site mechanic who is qualified to work on the equipment on which work is being performed and is readily available to assist in the performance of the work
- **“general supervision”** means supervision provided by a mechanic who is qualified to work on the equipment on which work is being performed and is readily available to assist in the performance of the work, but who is not in proximity to where the work is being performed
- **“mechanic”** means a person who holds a certificate referred to in Ontario Regulation 187/03 subsection 3 (1)
- **“mechanic-in-training”** means a person working under the supervision of a mechanic for the purpose of obtaining the qualifying time required for a certificate referred to in Ontario Regulation 187/03 subsection 3 (1)
- **“skills passport”** means a document that contains a record of training on work tasks that bears the signature of a supervising certificate holder
- **“supervising certificate holder”** means a mechanic who has documented experience on the class of device with respect to which he or she is providing supervision



6. Certificate Requirements

In order to obtain a certificate of qualification (a “certificate”) from the TSSA as an Amusement Device Mechanic, described in [Section 2: Certification Categories and Scopes](#), the mandatory requirements of this section apply. A Summary of Certificate Requirements are outlined in **Table 1**.

Table 1: Summary of Certificate Requirements:

CERTIFICATE REQUIREMENTS				
Certificate Classification	Practical/Demonstrated Skills	Declaration of Work Experience	Examination	Skills Passport
ADM-AR	8,000 hours	Required	CV	Required
ADM-GK	1,800 hours	Required	CV	Required
ADM-WS	1,800 hours	Required	CV	Required
ADM-B	3,200 hours	Required	CV	Required
ADM-I	240 hours	Required	CV	Required
ADM-Zip Line	1,100 hours	Required	CV	Required

Legend:

Practical/Demonstrated Skills – 1 year = 2000 hours, 1 month = 166 hours

CV – Class Specific Version Examination

Applicants for any certificate classification(s) must complete the required practical/demonstrated skills for the certificate classification, submitting the required information published on the “*Challenge Certificate Assessment for Amusement Device Mechanics*” found at www.tssa.org.

On receipt of a formal and complete application, TSSA will notify applicants in writing regarding the status of their application.

- If approved, the applicant will be required to complete the applicable examination.
- If denied, deficiencies will be detailed in the correspondence.

To reduce the barriers to obtain an Amusement Device Mechanic (ADM-AR) certificate, TSSA has set out various practical experience time reductions for applicants that hold a current/valid certificate of qualification, issued by the Ontario College of Trades. The recognized certificates and applicable practical time reductions have been summarized in **Table 2**. The referenced practical time reduction will be considered at the time the applicant submit for certification through the steps outlined above, and the applicant is required to provide a copy of their current/valid Ontario College of Trades certificate to TSSA for assessment. A combination of hours will not be accepted.

Table 2: Practical Time Reductions

ADM-AR PRACTICAL TIME REDUCTIONS	
Recognized Certificate	Practical Time Reduction
Automotive Service Technician	1500 hours
Heavy Equipment Technician	3300 hours
Industrial Electrician	3300 hours
Industrial Mechanic Millwright	3500 hours
Motive Power Machinist	2000 hours
Truck and Coach Technician	2000 hours

Note the following:

- An approval to write the amusement device mechanic examination is valid for a period of 12-months from the date the approval was issued.



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- An amusement device mechanic-in-training who does not complete their examination attempts (3 in total) within the 12-month period will be required to resubmit a new application in accordance with the steps outlined above.
- An amusement device mechanic-in-training must complete all practical/demonstrated skills hours under the appropriate level of supervision of a certified Amusement Device Mechanic.
 - Any experience gained in the industry that does not meet this criteria is ineligible for certification.
- An amusement device mechanic-in-training, at all times, must work under the appropriate level of supervision of a certified Amusement Device Mechanic.

7. Certification Exemptions

As defined in Ontario Regulation 187/03, section 3, subsection 2, a person is not required to obtain a certificate as an Amusement Device Mechanic if the person:

- is an employee or agent of the original equipment manufacturer of the device and the original equipment manufacturer has trained the employee or agent to perform the tasks assigned by the original equipment manufacturer;
- is licensed and qualified under the *Apprenticeship and Certification Act, 1998* or the *Trades Qualification and Apprenticeship Act* to carry out work for which the certificate would otherwise be required, as long as the person carries out the work under the general supervision of a certified Amusement Device Mechanic; or,
- carries out work on an amusement device that is of a housekeeping nature only, and does not include removing, dismantling, replacing, adjusting or changing components of the device.

8. Remedial Training

An applicant that does not successfully score a passing grade on three Amusement Device Mechanic examination attempts shall complete, at a minimum, six (6) months of a remedial training.

Upon completion of remedial training, the applicant shall submit a new application for certification as outlined in [Section 6: Certificate Requirements](#), including proof of remedial training. On approval, the applicant will be required to register for an examination following the procedure outlined under [Section 10: Examination](#).

9. Renewals and Reinstatement Process

The requirements for the renewal of an Amusement Device Mechanic certificate are as follows; the requirements are reflected in Ontario Regulation 187/03:

- A certificate holder (any class) that fails to renew their certificate by the time specified on a



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renewal notice issued by TSSA, will have their certificate placed in suspension for a period of 12 months or until the requirements have been met within the 12 months.

- Suspended certificates will be terminated for non-compliance after the 12 month period has lapsed.
- Mechanics shall not perform work within the scope of an ADM certification category with a suspended or terminated certificate of qualification.

Those seeking reinstatement of an expired certificate more than 12 months after the date of expiry shown on the certificate shall following the established guidelines as appropriate, as available at www.tssa.org:

- *Amusement Device Mechanic Reinstatement Process*

Amusement Device Mechanics approved for reinstatement will be required to write and pass the qualifying examination for the certificate classification before reinstatement.

10. Examination

An examination candidate is encouraged to review the Certification Examination Preparation Guide, available at www.tssa.org, for detailed information on the examination process, scheduling, examination disability accommodation requests, 'what to expect on the examination day', prohibited and non-prohibited materials, etc.

Prior to being permitted to schedule/write an examination, an applicant must receive a formal approval issued by Amusement Device Training and Certification Services. The mandatory documentation for assessment is detailed in [Section 6: Certificate Requirements](#).

Passing Grade:

- The minimum acceptable grade to pass and Amusement Device Mechanic examination is 70%.

Examination Re-Writes:

- An applicant who did not meet the 70% requirement may re-write the examination no sooner than thirty (30) days after the previous sitting.
 - The applicant will be allowed two examination re-writes, if required.
- Applicants will be required to register for the re-write following the same procedure outlined under "Registration".
- Failure to pass the examination with at least a 70% after the third attempt (second re-write) will require the applicant who still wishes to obtain certification to enrol in remedial training where deficiencies have been found. More information can be found in [Section 8: Remedial Training](#).

11. Out of Province/Assessment

Out of Province applicants who have completed a recognized training program(s) in their home jurisdiction or those with existing qualifications in Ontario may apply for an Out of Province/Assessment,



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and are to be referred to the TSSA for a formal assessment of the training program(s) and related experience and qualifications.

An applicant seeking an Out of Province/Assessment shall submit an application in alignment with the Out of Province Certificate Assessment guideline. All documentation submitted must be English by a certified translator, and the original certified translated documents are required to be submitted.

Based on the results of the evaluation of materials and documentation submitted, applicants will be required to:

- Successfully complete and pass the TSSA examination for the class of certificate applied, and/or;
- Obtain additional experience or training in those areas deemed deficient, in order to qualify for the class of certificate pursued.

Note the following:

- Applicants without documentation, or inadequate documentation related to their Practical/Demonstrated Skills, will be required to obtain further training/experience in Ontario as an amusement device mechanic-in-training under the supervision of a certified Amusement Device Mechanic.
- Applicants must inclusively meet or exceed the Practical/Demonstrated Skills for the class applied and certification requirements outlined [Section 6: Certificate Requirements](#).
 - General training completed by the applicant is not eligible for credit.
- Applicants submitting for an assessment will be charged a fee for the service; the applicable fees are outlined in the Fee Schedule.

12. Labour Mobility

Labour Mobility allows an individual certified for a specific occupation in one province or territory to be recognized for the same or matched certification in another province or territory without additional material training, experience, trade examinations or assessments. Encouraging recognition of matched certification across Canada benefits both workers and employers alike.

Individuals applying for certification under the Labour Mobility Process are advised to review the “*Labour Mobility Certification Process for Amusement Device Mechanics*” available at www.tssa.org.

Note the following:

- Once a person is certified in Ontario, he/she is required to abide by the same post-certification requirements as all Ontario certified persons.

13. Fee Schedule

Please refer to the [Fee Schedule](#) on www.tssa.org