



NAARSO

National Association of Amusement Ride Safety Officials

Certification Policy Handbook

National Association of Amusement Ride Safety Officials

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NAARSO CERTIFICATION PROGRAM

Policy Handbook

VERSION 1.2

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OVERVIEW

About NAARSO

National Association of Amusement Ride Safety Officials (NAARSO) first became able to certify Amusement Device Inspectors program in 1987. Throughout more than 30 years NAARSO has certified almost 1,500 individuals worldwide.

Scope of NAARSO Qualified Certification

The purpose of the Certified Inspector and Operation certification is to ensure holders have the skills, knowledge and education to safeguard the public by confirming amusement devices are code compliant and operating safely.

Statement of Non-Discrimination

NAARSO endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Certified Amusement Device Inspector or Operator are applied equally to all individuals regardless of age, race, religion, gender, national origin, veteran status, or disability.

Certification Board

There shall be a Certification Board to create, supervise, and administer an Amusement Ride and Device Certification Accreditation Program. Herein after called “the Board” in this document. The Board shall consist of not less than nine (9) voting members of NAARSO who shall be appointed by the President and approved by the Board of Directors. The current President may appoint associate non-voting members of the board for the purpose of administering the examination. The current Executive Director and Administrative Assistant(s) of NAARSO shall be included as additional non-voting members of the Board. The current President may appoint a Certification Chairman and said Chairman shall appoint a Certification Vice Chairman who will both serve at the discretion of the President and Board of Directors. The current President shall serve as an Ex-Officio member of the Board. In addition, at least two members at large can be appointed to the Certification Board by the Certification Chairman.

- A. The Board shall maintain a uniform procedure for administering the examination(s) which shall be available at least once per year.
- B. The members of the Board shall serve without compensation, except as stated below, but may be reimbursed for expenses incurred in attending meetings or in performance of their duties as a member of the Board.
 - 1. Examination Administration Fees: At a location where only, the examination has been requested and where proctors will be brought in to administer the examination: NAARSO may charge a minimum fee of \$2,500.00 (Two Thousand Five Hundred US Dollars) in addition to any applicable test or membership fees. The requesting entity shall provide in writing the date, time, location and approximate number of exam applicants at least thirty (30) days in advance of the examination date.
 - 2. At locations with NAARSO approved training, there may be a daily fee charged for proctors for the day of the examination and for travel expenses to and from the examination location. This will be in addition to any test or membership fees.

C. The Board shall meet no less than twice each year, once during the annual NAARSO Safety Forum and once at a time to be announced by the Board Chairman with at least sixty (60) day notice. The secondary meeting may be held in person or via electronic meeting recesses. A quorum for conduction of Board business shall consist of two-thirds (2/3) of the voting members. Members of the Board who miss two (2) consecutive Board meetings without prior approval of the Chairman and the NAARSO President shall be removed from the Active Board roster. The Board Shall meet either in person, electronically or by telephone conference call. The frequency shall be at the discretion of the Chairman of the Certification Board.

1. The examination shall be in writing and shall be conducted by members of the Board, with a least two (2) members present at all times during the examination. In the event that two members are not available, the President may appoint an alternate proctor.
2. The lead proctor shall be a Board member. The alternate proctor shall hold a level II, or higher certification for the exam being offered. The examination shall be confined to questions which will aid in determining the applicant's basic knowledge of the amusement industry and inspection or operation fundamentals. The examination shall be prepared and administered by the Board.
3. The various Inspection examination levels shall include but not be limited to general, mechanical, electrical, hydraulic, ride safety knowledge, and advanced knowledge. The advanced knowledge shall be appropriate to the level of examination and may include operation, inspection, maintenance, and repair of amusement rides and devices.
4. The Operations examination shall include but not be limited to applicable ASTM standards, documentation, signage, ride training, evacuations, weather preparedness, blood borne pathogens, as well as other topics relevant to the safe operation of amusement rides and devices.
5. The examination will only be given on dates and at locations approved by the Board of Directors. Results of the examination shall be confidential and conveyed to applicants in writing within sixty (60) days of the examination. Notification of results will indicate only PASS or FAIL. Results are available only to Board members and individual applicants. Unsuccessful applicants may not be retested for at least one hundred, eighty (180) days from the date of the applicant's most recent examination.

Relevant Terminology

Applicant: an individual who has submitted an application but may not have fulfilled all the requirements of application

Candidate: an individual who has applied for certification and completed the application process

Credentials: requirements for certification that are not an examination

Examinee: an individual who is taking the test or is about to take the test

Amusement Field: Employment in the amusement industry, owner, operator or inspector of amusement devices

APPLICATION PROCESS

The steps of the application process for certification as a NAARSO Certified Inspector are as follows:

- 1) All documentation required shall be submitted as soon as possible and before being allowed to sit for the exam. If invoicing is needed the invoice process shall be approved before sitting for the exam. If additional documentation is needed, the applicant will be contacted.
- 2) Within ten (10) business days of receipt of the application and supporting documents, NAARSO will send an e-mail confirming or denying the applicant's eligibility status. If confirmed to take the exam the candidate will be notified of the location, date and time of the exam.
- 3) Arrive for the exam at least 30 minutes early on the date of the exam.
- 4) Within sixty (60) business days, NAARSO will notify the individual indicating whether or not the candidate passed the examination and achieved certification.
- 5) If the candidate successfully passed the certification exam, a certificate of achievement will be mailed to the candidate, and certification information will be issued electronically via an online platform.

Each of these steps is explained in greater detail in the remainder of this Handbook.

Application and Fees

A completed application will require the following:

- 1) Completed application
- 2) Associated application fees (unless invoicing is approved) and Registration Form
- 3) Employment Verification Letter
- 4) Copies of any licenses, certificates, degrees, and/or other documentation to support the education and experience requirements noted on the application.
- 5) Signed copy of Exemplar Code of Ethics
- 6) Signed copy of NAARSO Policy on Conflict of Interest

Application materials are available at the back of this Handbook and online at the website www.naarso.com.

Postmark Deadlines

All deadlines set by NAARSO are postmark deadlines. If there is a discrepancy between a metered postmark and an official United States Postal Service postmark, the latter will be considered official. Submission by email shall be determined to be submitted by the "sent" timestamp on the email.

Eligibility Requirements

Each individual wishing to become a NAARSO Certified Inspector or Operator must submit an application and other supporting documentation that will verify the individual meets the education and experience requirements as required by NAARSO.

Individuals who are submitting an application for NAARSO certification are encouraged to submit copies of any licenses, certificates degrees, and/or other documentation that will support the education and experience requirements noted on the application. Submitting relevant documentation along with the application will assist us in expediting the request to sit for the exam.

Scheduling an Examination Appointment

NAARSO will all approved dates and locations on our website www.naarso.com.

If the applicant has been denied, he/she will be notified of the deficiencies noted in the application. If the applicant has been approved to take the exam, NAARSO will send the candidate an Authorization to Test Letter confirming the location, date and time for his/her scheduled examination. The Authorization to Test Letter must be presented at the time of the examination.

Fees

All fees are listed on the current NAARSO Fee Schedule posted on our website, www.naarso.com. Fees must accompany the application at the time of submittal unless invoicing is approved. Should an individual apply and not meet NAARSO's qualifications, or decide not to take the exam once approved, he/she will receive a refund of the submitted fees per the "Cancellation/Refund Fee" policy noted in this handbook.

Exam Sites

Exams may be administered at the following locations:

- 1) NAARSO approved contracted professional testing centers using on-site proctors.
- 2) NAARSO approved locations using a permanent proctor.
- 3) NAARSO approved locations using a temporary proctor.

NAARSO will not be responsible for any fees associated with test centers. Should the candidate take the exam at a NAARSO approved contracted professional testing center using on-site proctors, the candidate will be responsible for all fees in addition to the application fee. For a current list of scheduled exam locations, dates and times, visit <http://naarso.com>.

SPECIAL CIRCUMSTANCES AND FEES

Incomplete/Denied Applications

Incomplete or denied applications and accompanying documentation will not be returned but will be kept on file in accordance with NAARSO's retention policy. Application fees will be returned minus a \$50 processing fee.

Cancellation / Fee Refund

We understand that there are occasional upsets in plans. The exam fee, less a \$50 cancellation fee, will be refunded if written notice is given to NAARSO at least two weeks prior to the date of the exam. No refunds will be given in the two weeks immediately prior to the date of the exam. Individuals will be allowed to attend a substitute exam within the calendar year without incurring a cancellation fee if they submit a written request to NAARSO prior to the actual day of the exam. A candidate who does not submit a written request by this deadline and does not sit for the exam forfeits all fees.

Extreme Circumstances / No Fee Penalty

Extreme Circumstance with No Penalty fee shall be determined by the NAARSO Certification Board and approved by the NAARSO Board of Directors.

If a candidate has missed the examination due to emergency or hardship such as serious illness of either the candidate or an immediate family member, death in the immediate family, disabling traffic accident, court appearance or jury duty, or military duty, he or she will be permitted to reschedule the examination within the calendar year at no additional charge as long as the candidate submits written verification and supporting documentation of the situation to NAARSO within 10 days of the original examination date.

If such a request is not made, the candidate will forfeit the full examination fee. Applications are valid for one year. If a candidate applies for a future date after one year, the candidate must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect at the time of reapplication.

THE EXAMINATION

Examination Format

The NAARSO Certified Inspector and Certified Operators examinations are written exams consisting of 150 questions with multiple-choice responses.

Language

The examinations are offered in English only.

Americans with Disabilities Act

Reasonable accommodations for testing shall be provided at no cost to candidates with special medical needs covered under the Americans with Disabilities Act who submit the Special Testing Accommodations Request Form (Appendix 8), along with the Documentation of Disability-Related Needs Form (Appendix 9). Requests for accommodations must be submitted to NAARSO seventy-five (75) days prior to the date of the certification exam the candidate wishes to take. NAARSO may submit information regarding the stated disability and requested accommodation to its own expert advisers and reserves the right to provide only those reasonable accommodations as required by law.

Examination Content

The NAARSO Inspector computer-administered examination conforms to a content outline based on a national practice analysis of a NAARSO Certified Inspector or Operator. Below is the content outline for the NAARSO Certified Inspector certification examination.

Exam Admission Procedures

Candidates are responsible for their own travel-associated expenses for all tests.

Candidates must report to the test location no later than thirty minutes prior to the posted start time of the exam. Candidates must present, a government-issued photo ID (such as a valid driver's license, Government issued ID Card or Employment ID Card) with the candidate's name and photo on it, and any other items required by the specific testing center. The name on the photo ID must match the name on the Authorization to Test Letter.

Candidates without an Authorization to Test Letter and photo ID will NOT be permitted to enter the test location, and their examination fees will be forfeited. Candidates who arrive once the test has begun will be allowed to take the exam at the discretion of the proctor.

Testing Location Rules

The following are the rules enforced at all test locations

- All candidates must have proper photo ID and an Authorization to Test Letter and any other items that may be required by specific locations to be admitted to the test location.
- Candidates are admitted only to their assigned test center at their assigned time.
- Candidates arriving once the exam has begun will only be admitted at the discretion of the proctor. If not admitted, candidates will have to contact NAARSO office and pay a \$50.00 reschedule fee plus any additional site fee before they will be able to reschedule the examination.
- No guests are permitted in the examination rooms.
- No reference materials (other than those noted on the list provided to examinees) are allowed in the examination room.
- Telephones, signaling devices such as pagers and alarms, or personal digital assistants (PDAs) are not permitted in the examination room.
- No weapons or instruments that may reasonably be used as weapons may be brought into the examination room.
- No test materials, documents, or memoranda of any sort are to be taken from the examination room.
- Candidates may not communicate with other candidates during the examination. Proctors are authorized to maintain secure and proper test administration procedures, including relocation of candidates.
- No questions concerning the content of the examination may be asked during the testing period.
- Proctors will be provided with an Item Challenge Form to comment on any question a candidate believes is misleading or deficient in accuracy or content at the time of the examination.
- Food, beverages and medicines are permitted at the discretion of the proctor. Tobacco products and gum may not be used during the examinations.
- Candidates may also take unscheduled breaks on an individual basis, but no additional time is given to candidates who take unscheduled breaks. Candidates who leave the testing room must receive permission from the proctor and may be escorted while outside the testing room. Only one individual may be excused at a time.
- Candidates will not be allowed to talk during individual breaks. Those who do will be denied re-admittance to the testing room forfeit all fees and their exams will not be scored.

- Candidates may not copy in writing or otherwise record or transmit to others any examination questions and/or answers or other aspects of the nature or content of the examination.
- Candidates may not offer or assist, or solicit assistance from other candidates, proctors or other individuals responsible for the administration of the examination.
- Candidates may not engage in any other conduct or inappropriate behavior which is injurious to the integrity of the examination or to any of its participants.

Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current examination fee. Proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

Inclement Weather

If any candidate is unable to arrive at a designated exam site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen emergencies beyond control of the candidate as determined by NAARSO the candidate will be allowed to take the next regularly scheduled examination without being charged a re-examination fee.

If for any reason the exam is unable to be administered, the examination will be rescheduled within a reasonable period of time. Candidates may take the examination at the next administration without being charged a re-examination fee. Candidates will be responsible for their own associated expenses for proctors, travel, fees associated with testing locations, etc. for future testing.

Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be brought to the attention of the onsite proctors as well as NAARSO's Executive Director or Chairperson of the Board of Certification. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by NAARSO.

Handling of Tests

NAARSO will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests become lost or unreadable, or responses were not captured in the system, candidates will be required to undergo retesting, without being charged a re-examination fee. Candidates will be responsible for their own travel related expenses.

Identity and Test Security

Individuals taking the certification exams shall acknowledge that they understand the following through their signature on the application:

- 1) Individuals shall verify that they have successfully met the program requirements. If at any time it is confirmed an individual has not met all the requirements, the individual will no longer be eligible for the certification, or will have their current certification

revoked.

- 2) The examinations and the questions contained therein are the exclusive property of NAARSO. No part of the examination(s) may be copied, reproduced in part or whole by any means whatsoever, including memorization.
- 3) Individual participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, shall be sufficient cause to invalidate the results of the examination or the certificate issued, or other appropriate remedy.
- 4) Individuals shall verify that they are solely responsible for the answers provided on the test(s) and that they were not provided assistance by other individuals.

NOTIFICATION OF RESULTS

Candidates will be notified of their examination results failed via letter within sixty (60) business days of the test administration; providing NAARSO has received all required information and fees.

Passing the Examination

Certificate Issuance Criteria

A non-transferable certificate shall be issued only to individuals found to meet all certification requirements. No other factors shall be used to determine an individual's qualification to earn the certificate.

Certificate and Electronic Certification Card

A certificate and electronic certification card shall be issued to all certification holders, and shall include the following:

- 1) First and last name
- 2) Identification number
- 3) Certification title and/or level of certification
- 4) Type of Certification
- 5) Certification effective date and expiration date*
- 6)*Candidates who successfully complete the examination will be notified by mail and granted a NAARSO Certified certificate. In addition, copies of the signed and dated Exemplar Code of Ethics and Policy on Conflicts of Interest which originally accompanied the inspector's application shall be mailed to the Inspector for his or her file. Certification cards will be available via an electronic platform.

The certification remains the property of NAARSO which may withdraw, cancel, revoke or otherwise annul the certification with cause.

Failing the Examination

Candidates who do not successfully challenge the examination will be notified by letter. Unsuccessful candidates are subject to a waiting period of 180 days attempting the examination again before they are eligible to retest.

APPEAL POLICIES

Test Application Appeal Policy

Relating to the Application Process:

- 1) Applicants may appeal NAARSO's decision to deny them access to the exam within 10 business days from receipt of notification of their denial. The appeal must be in writing.
- 2) An applicant can appeal NAARSO's decision to deny application on the basis of the following:
 - material errors of fact OR
 - failure of the Board of Certification or its representative(s) to conform to the published criteria, policies or procedures
- 3) Appeals relating to the application process shall be reviewed by the Board.
- 4) Only those facts leading up to and including the time of the determination for denial shall be considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. The determination made by the Chair of the Board of Certification or his/her designee on the Board of Certification shall be final.
- 5) The Certification Chairperson or their designee shall notify the appellant of the decision within 10 business days of the determination.

Testing Appeal Policy

Relating to Testing Only:

- 1) An examinee has 10 business days from receipt of notification of test results to submit any appeal related to the test.
- 2) The results of an examinee's certification test can be appealed only on the basis of the following:
 - scoring of the test
 - technical contents of the test
 - administrative issues relating to the testing.
- 3) The function of the Appeal Board shall be to review the material submitted by the appellant on the above items only.
- 4) The submittal process shall be as described below.
- 5) The appointment and composition of the Appeal Board shall be as prescribed below.
- 6) Administrative and Review and Determination processes will follow those outlined below.
- 7) If an appeal is upheld, the Executive Director will process the test for re-scoring, and advise the examinee of the outcome of the appeal and any rescoring, as appropriate.

Lapsed Certification Policy

Relating to Lapsed Certification Only:

- 1) Appeal for reinstatement of lapsed certification designation should be sent in writing to the NAARSO office. Submission should contain detail information and documentation relevant to the request.
- 2) The Certification Board will review all appeal requests with decisions made on a case by case basis. All decisions rendered by the Board are final.

RENEWAL REQUIREMENTS

Every two (2) years, every Inspector will be required to complete Thirty-Two (32) hours of NAARSO approved training as part of their certification renewal process. The NAARSO Certified Inspector or Operator shall be in compliance with some or all of the following items:

- Familiarity with the applications of new technology
- Knowledge of current local administrative or operating procedures necessary to discharge duties
- Adherence to NAARSO's Code of Ethics
- Adherence to NAARSO's Policy on Conflicts of Interest

In addition to submitting evidence that requirements above have been met, certified inspectors must pay an annual maintenance fee as determined by NAARSO's Board of Certification.

NAARSO Approval of Online Training

When an Online course is ready by its developer, the following process will be used for the approval of the course:

- 1) Follow the steps of the NAARSO Course Approval Process Appendix 1
- 2) The class will be review by both The Education Committee and The Certification Board. Both the committee and board will have seventy-two (72) hours to review course and vote yes or no with comments. An extension of forty-eight (48) hours may be granted to any voting member be the Chairperson of Education and the Chairperson of Certification. Voting shall take no longer than five (5) days total. Voting no must have comments with it or the vote will not count. A quorum is constituted by the voting members participating. A majority of the ballots cast will be the deciding approval process. If a voting member is on both the Education Committee and the Certification Board, he or she will only have one vote.
- 3) If a voting member is the author of the class submitted for approval, then he or she shall remove themselves from this process.

USE OF CERTIFICATES AND LOGOS/MARKS

Appropriate Use of Certification

Ownership of the Mark and Logo

The certification mark and logo are the property of NAARSO. Permission to use the certification mark or logo is granted to certified persons by NAARSO's Executive Director and the Board of Directors under the guidance of NAARSO's Board of Certification, for permissible uses only.

Persons Authorized to Use the Marks

Use of NAARSO's certification marks and logos is limited to those persons who have been granted certification by the Board of Certification and who satisfy all maintenance and recertification requirements established by the Board of Certification.

Use of the mark and logo by individuals who have not been granted and maintained certification is expressly prohibited.

Actions by NAARSO to suspend or revoke use of the certification mark shall be communicated

in writing to the person whose privileges are being suspended or revoked and to all other persons affected by the decision. NAARSO may also publicize its actions on its website and/or any other of its publications. Should any person continue use of NAARSO certification mark or logo after notice of suspension or revocation, NAARSO shall seek full equitable and/or legal remedies through a court of competent jurisdiction.

Non-Assignability and Non-Transferability

Permission to use the certification mark is limited to the certified person, and shall not be transferred to, assigned to, or otherwise used by any other individual, organization, or entity.

Mark and Logo Use

Those persons who have been granted permission to use the certification mark and logo shall do so pursuant to the rules and guidelines established by the Board of Certification. Persons granted permission to use the certification mark and logo must familiarize themselves with the established rules and guidelines for use and must execute approved agreements setting forth such rules and guidelines for use.

NAARSO's mark and logo may not be revised or altered in any way. They must be displayed in the same form as produced by NAARSO and cannot be reproduced unless such reproduction is identical to the mark provided by NAARSO.

An individual who has been granted certification as a NAARSO Certified Inspector may list the certification on stationery, websites, business cards, and other promotional materials in the following manner:

- 1) An Inspector may also state in oral and written reports that he or she is "certified by NAARSO in conformance with the requirements of NAARSO"
- 2) The mark or logo may not be used in any manner which could bring NAARSO into disrepute or in any way considered misleading or unauthorized. The mark or logo may not be used in any manner which would tend to imply a connection between NAARSO and the certification which, in fact, may not exist. This includes any use of the mark or logo that the public might construe as an endorsement, approval, or sponsorship by NAARSO of a certification holder business or any product or service thereof.

Suspension or Revocation of Permission to Use Mark or Logo

NAARSO retains the right, at its sole discretion, to suspend or revoke permission to any person to use its certification mark or logo. In most circumstances, when NAARSO is informed that a person is misusing the certification mark or logo, NAARSO will provide the person notice of the misuse and a reasonable opportunity to comply with NAARSO's rules and guidelines. However, NAARSO retains the right to suspend or revoke privileges without notice and an opportunity to correct, particularly when the violation is of a gross nature and more immediate action is necessary to stop misuse.

Should an Inspector's certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the title "NAARSO Certified Inspector"

Actions by NAARSO to suspend or revoke use of the certification mark shall be communicated in writing to the person whose privileges are being suspended or revoked and to all other persons affected by the decision. NAARSO may also publicize its actions on its website and/or

any other of its publications. Should any person continue use of NAARSO certification mark or logo after notice of suspension or revocation, NAARSO shall seek full equitable and/or legal remedies through a court of competent jurisdiction.

NAARSO Logo

NAARSO's logo as shown below is limited to use by individuals holding valid certified Inspector credentials issued by NAARSO.

Inappropriate references to the certification or misleading use of certificates and marks or logos in publications, catalogues, etc. shall be addressed with corrective measures, such as the suspension or withdrawal of certification, publication of the infraction and, if appropriate, additional legal action.

ADDITIONAL ITEMS

Following is a synopsis of vital information pertaining to individuals who become certified.

Request for Duplicate Certification Documents

In the event of loss of a certificate, the Executive Office will, upon receipt of written notification, issue a replacement. A copy of the written request for replacement will be retained in the certification holder NAARSO Certification Record File. A fee of \$50 will apply.

Rush Requests

Any certification holder who requests immediate or overnight delivery of their certificate will be assessed a fee of \$100.

Change of Personal Information

It is the responsibility of the Certified Inspector or Operator to inform NAARSO of any relevant changes related to his/her personal information including changes in address, phone numbers, email address and employer name and address. This can be done by accessing their account on the Wild Apricot platform. For legal name changes, holder must complete the Change of Information Form and submit with proof of change to NAARSO's office for processing.

Force Majeure

Neither NAARSO nor Certified Inspector/Operator/Member shall have any liability whatsoever to the other Party or be deemed to be in default of this NAARSO Certification if the failure to maintain certification or acquire the required continuing education hours to maintain the certifications under the terms of NAARSO Certification Rules arises out of causes beyond the control and without the fault or negligence of either Party. Such causes may include, but are not restricted to: acts of God or public enemies, unlawful acts, acts of the city in either its sovereign or contractual capacity, acts of any governmental entity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond the control and without the fault or negligence of either Party.

APPENDICES

APPLICATION CHECKLIST

Use this checklist to ensure you've thoroughly completed the application.

- 1) **Completed application** - all Fields on this application must have the applicable entries or have N/A entered in them
- 2) A valid email address
- 3) Signed copy of Application Statement
- 4) Signed copy of Candidate Confidentiality Agreement
- 5) Completed Verification of Experience Form
- 6) Signed copy of NAARSO's Code of Ethics
- 7) Signed copy of NAARSO's Conflict of Interest Policy
- 8) Copies of any licenses, certificates, degrees, or other documentation to support the education and experience requirements noted on the application
- 9) Appropriate Registration Form (*Training Course and Exam* or *Exam Only*)
- 10) Associated application fees (pay by check, money order or credit card)

Only if applicable:

- 1) Completed Accommodation Request Form
- 2) Completed Qualified Provider Form

Failure to provide any of the above will delay the processing time of your application.

ADA Accommodation Special Testing Accommodation Request Form

Candidates with disabilities covered by the Americans with Disabilities Act (or Canadian/Australian equivalent) must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed

Candidate Information

Name: _____

Address: _____

Address: _____

City: _____ State: Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Special Testing Accommodations

Exam Date and Location (test center) for which you are requesting accommodation:

Address: _____

City: _____ State: _____

I would like to request the following testing accommodation(s):

- Extended testing time (time and a half)
- Large print test. Point size: _____
- Reader
- Separate testing area
- Special seating, please describe: _____
- Wheelchair accessible testing site
- Other special accommodations (please specify):

Applicant Signature: _____

Documentation of Disability-Related Needs by Qualified Provider

This form must be completed by a licensed health care provider or an educational / testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

Professional Documentation

I have known _____ since _____ in my capacity as a(n)
(Name of Candidate) (Date)

(Professional Title) (Board Certification)

The candidate discussed with me the nature of the test being administered. It is my opinion that because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Nature of Disability: _____

Comments on Disability: _____

Signature: _____

Title: _____

Organization: _____

License # (if applicable): _____

Phone Number: _____

Date: _____

Candidate Instructions: Return this form with a copy of the *Special Testing Accommodation Request Form* to:

Written accommodation requests may also be scanned and submitted via email to: info@naarso.com with the words: *Accommodation Request* in the subject line of the email.

Change of Information Form

If your address or other relevant information changes during the course of your application to become a NAARSO Certified Inspector, or once you become a Certified Inspector, you must submit a change of information to NAARSO as soon as possible to ensure our database is accurate and you receive important communications about your application or examinations. Written notifications may be mailed to:

Executive Director
107 Dunbar Ave.
Suite Q
Oldsmar, FL 34677

Change of information notification may also be submitted via email to: info@naarso.com with the words: *Change of Information* in the subject line of the email, and the information below in the email.

Change of Information Notice

Name of Applicant/Certification holder: _____

New address: _____

Email address: (if available): _____

Business Telephone number(s) (if available): _____

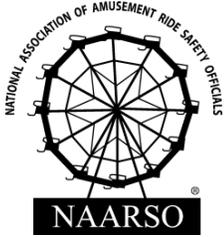
Cell phone number: _____

Home phone number: _____

Employer's Name _____

Effective Date: _____

Signature: _____



National Association of Amusement Ride Safety Officials

107 Dunbar Ave, Suite Q

Oldsmar, FL 34677

Phone: (813)661-2779

FAX: (813)685-5117

info@naarso.com

Date:

Dear NAARSO Certification Holder:

Due to the current _____, several NAARSO approved training seminars were cancelled. This affected members with a current expiration date of 3/31/2020 and those who planned to attend training prior to the end of their certification grace period.

- Completed application for extension
- Extension processing fee - \$25.00

Electronic certification records will be updated with an expiration date of _____. Prior to this date, certification holders must complete 32 hours of NAARSO approved continuing education. Failure to do so will result in expiration of certification.

Applicants can email, fax or mail the application with fee to the NAARSO office for processing. Office contact information is listed on the application. Questions can be directed to the NAARSO office via phone or email.

It's the hope of the Board that this extension will allow members to maintain the certification required by many regulatory agencies when performing their job duties.

Thank you,



CERTIFICATION EXTENSION APPLICATION

Application and fee must be sent for processing to the NAARSO office no later than 9/1/2020.

CERTIFICATION HOLDER INFORMATION	
First Name:	Last Name:
Phone Number:	Email Address:
Certification Number:	Current Expiration Date:

Please read and sign:

- I request that NAARSO change my Certification Expiration date to reflect 3/31/2021.
- I understand I must complete 32 hours of NAARSO approved continuing education hours prior to 3/31/2021 in order to maintain my Certification as noted in NAARSO's Certification Program Rules.
- If I fail to achieve the required 32 hours by this new expiration date, my Certification will not be renewed.

Signature: _____ Date: _____

To pay by mail, send application and fee to: NAARSO, 107 Dunbar Ave, Ste Q, Oldsmar, FL 34677

To pay via fax: Complete the credit card section below. Our fax number is: 813-685-5117

Our email address is: info@naarso.com

**NOTE: if emailing payment, do not enter full credit card number. Email the form and call the office at 813-661-2779 to supply the missing digits.

Credit Card Information:

Name on Card:		
Credit Card Number:		
Security Code:	Exp Date:	Billing Zip Code:
Signature:		