



NAARSO

National Association of Amusement Ride Safety Officials

Education Committee Operating Procedures



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**NAARSO EDUCATION COMMITTEE
OPERATING PROCEDURES**

**REVISION DATE:
9/24/2020**

I. Purpose:

The Education Committee of NAARSO's purpose is to accomplish the association's educational function in an efficient and effective way. The Committee accomplishes this purpose by planning and executing education seminars to provide optimal information to members and the Industry. These operating procedures are intended to maintain quality educational events.

II. The Committee:

The Education Committee will consist of members chosen by the Chair of the Committee with approval by the President of NAARSO. Whenever possible, the committee should have industry representatives from: Parks, Travelling Shows, as well as Independent and Jurisdictional Inspectors. Park representatives should include Maintenance, Operations, and Safety representatives. This promote a balanced program to benefit all segments in the association. The committee will be tasked with all education processes and events for the organization. There is no maximum number of members to this committee; but a minimum of 10 members plus the Chair is required. The committee members will be posted on NAARSO's approved Outreach instructors list, and therefore eligible to instruct at scheduled events.

III. The Committee Chair:

The Committee Chair shall serve at the request of the NAARSO President. He/she will also serve as a standing member of the Certification Board of NAARSO. This person shall be responsible for all things related to the educational function for NAARSO. He/she will be the committee representative on the NAARSO Board of Directors and is responsible to lead the committee in meetings and events. The Chair will serve on all subcommittees of the Education Committee as a member; except when serving as the Chair of the Search Committee.

IV. The Committee Vice Chair:

The Committee Vice Chair will be selected by the Committee Chair from the existing members of the Education Committee. The Vice Chair will have all the



same rights in the absence of the Chair. The Vice Chair will also serve as a standing member of the Certification Board. The primary responsibility of the

Education Vice Chair will be the Exam Review Committee. He/she will also assist the Chair on other duties as assigned to make each event a success.

V. Subcommittees:

a. Outreach Programs:

A member of the Education Committee will be selected to be the Outreach Coordinator by the Education Committee Chairperson. The Outreach Coordinator will then recruit members for this sub-committee from either the Education Committee or other members in good standing. This person shall be responsible for responding to program quote requests and coordinating all Outreach Education programs with the help of the NAARSO Office Administrator and Education Committee Chair.

b. Online Education:

A member of the Education Committee will be selected as the Online Education Coordinator by the Education Committee Chair. The Online Coordinator will then recruit members for this sub-committee from either the Education Committee or other members in good standing. The Online Education Coordinator will be responsible for ensuring content is up-to-date, reviewing and approving course content prior to its publication, and selecting person(s) to design and write course material for the program.

c. Annual Seminar Site Selection Committee:

The purpose of this Committee is to search, review and acquire sites for NAARSO's Annual Safety Forum. This committee will travel and visit sites to ensure selected sites are capable of hosting the event. The committee will do its best to hold the seminar in a different location every year, allowing no site to host more than two years in a row. Before contracts may be signed by the Executive Director, they must be reviewed and approved by Legal Counsel. Maximum number of committee members travelling to prospective locations will be 6 and based upon the annual approved budget.

This subcommittee include the following people:

- Education Committee Chair



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- Current NAARSO President
- Executive Director
- Education Vice Chair
- Chair of the Board
- Office Administrator

VI. Meetings:

Meetings for the committee can be held by conference call, web conference and in person. Committee members attending in person meetings requiring them to travel will have their hotel accommodations covered by NAARSO. Unless conducting necessary NAARSO business within the approved committee scope, all other nights will be the expense of the committee member. Subcommittee meetings may be held by conference call or web conference. All in person meeting requests for Subcommittees must be approved by the Education Committee Chair, current NAARSO President and the Executive Director before meeting is scheduled. Accommodations for approved subcommittee meetings will be paid using the guidelines for committee meetings.

a. Annual Education Meeting:

The Education Committee will hold an annual meeting each year. The Education Committee Chair, current President, and Executive Director will determine the location and attendance list based upon the approved annual budget. For those not attending in person, a teleconferencing provision will be made available.

VII. Education Tracks:

Below is a list of education tracks which are the primary focus of this Committee. The Committee is also responsible for building courses for future tracks. The list below includes tracks currently being taught and planned future tracks. The committee will work closely with the Certification Board as new programs are developed in order to ensure Certification Exams are created for each new program.

- Limited Specialties
- Level I Inspector
- Level II Inspector
- Level III Inspector
- Level I Operations



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- Level II Operations
- Level III Operations
- Level I Water Operations
- Level II Water Operations
- Level I Mechanic
- Level II Mechanic

VIII. Seminars:

The following is a list and definition explaining the differences between NAARSO Education Seminars, NAARSO's Outreach Program, and NAARSO Approved Education.

a. NAARSO Education Seminars:

A NAARSO Education Seminar is defined as a seminar in which NAARSO is collecting the tuition and handling registrations for the Seminar. At these events, complementary rooms may be available to Board and Committee members as well as instructors. The room list will be decided on by the Chair of the Education Committee, current NAARSO President, and the Executive Director. For instructors to be eligible for a complimentary private room, they must instruct at least 4 classes at the event. If an instructor is instructing 2 or 3 classes, they may be eligible for a shared room with another instructor. NAARSO's Executive Board, Board of Directors, Past Presidents, Education Committee members and office staff will have rooms provided with approved arrival and departure dates. All individuals arriving/departing outside of the approved dates will be responsible for the charges on these dates.

Programs presented by instructors are subject to review by the Education Chair, Vice Chair, and a member at large of the Education Committee.

b. NAARSO Outreach Program:

A NAARSO Outreach Program is defined as a seminar in which an outside party is collecting registration fees and will be invoiced by NAARSO for education expenses and Instructor fees. Instructors will refer to the Instructor Handbook for reimbursed expenses as well as daily rates and reports.



c. NAARSO Approved Education:

NAARSO Approved Education is defined as education in which NAARSO provides and/or does not provide instruction and registration services. Such programs require review annually and approval by NAARSO prior to presentation, and the attendance of a NAARSO Education Committee Member to monitor course presentations to determine approval standards are met. For Third Party Education requests, the content review/acceptance process is done by Education Chair and his/her designee(s), along with the Certification Chair and his/her designee(s). See *NAARSO Outside Approved Education Guidelines Document* for rates and guidelines.

d. NAARSO Approval of Online Education:

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 reviewed by both the Education Committee and Certification Board. Both the Committee and Board will have 72 hours to review course materials and vote yes or no with comments. An extension of 48 hours may be granted to any voting member by the Chair of Education and the Chair of Certification. Voting shall take no longer than 5 days total. All “no” votes must also have supporting rationale, or the vote will not be counted. If a voting member is on both the Education Committee and the Certification Board, he/she will only be entitled to one vote. Approval decision will be based upon a majority of votes cast.
3. If a voting member is the author of the class submitted for approval, they are automatically recused from the voting process.

IX. Committee Expenditures

Chair of Education shall have an annual budget approved by the Board of Directors. All expenses are to be pre-approved by the President and associated receipts must be returned to the NAARSO office upon completion of purchases. Records of the approval process shall be properly documented.