



## Reinstatement Certificate Assessment for Amusement Device Mechanics Expired or Lapsed more than 12 Months

As outlined in Ontario Regulation 187/03, s. 6 (5) and the Amusement Device Mechanic Policies & Procedures Document, available at [www.tssa.org](http://www.tssa.org), Amusement Device Mechanics must apply for recertification if they have failed to renew their certificate of qualification within 12 months from the date of expiry. TSSA assesses all applicants on an individual basis. Applicants approved for reinstatement will be required to undergo a written examination in order to qualify for reinstatement of the certificate.

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) 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 \$85.00 Certification Fee.
- 5) A completed [Application for Amusement Device Mechanic Examination](#).
  - Including the \$78.50 Examination Fee.
- 7) Assessment Fee:
  - Non-refundable assessment fee of \$183.62 (\$162.50 plus HST).

Applicants who follow the above procedure can expect a response from TSSA within 15 business days.