

NAARSO CERTIFICATION PROGRAM RULES

Revised 27 October 2009

1. POLICY

- a. Issuance of a certification signifies that the holder has met certain requirements as set forth in the National Association of Amusement Ride Safety Officials (NAARSO) rules. The certification only recognizes that the individual possesses a certain level of knowledge required to perform an amusement ride inspection, it does not certify any inspection performed by an individual holding a NAARSO certification. NAARSO neither employs nor supervises the certificate holder. Proper performance of the inspection duties assigned to an inspector is the responsibility of the inspector and the inspector's employer.

2. EXAMINATION BOARD

- a. There shall be a Certification and Examination Board (the Board) to create, supervise, and administer an Amusement Ride and Device Inspector Certification Accreditation Program. The Board shall consist of not less than nine (9) members of NAARSO who shall be appointed by the President and approved by the Board of Directors. The current President and Executive Director of NAARSO shall be included as additional non-voting members of the Board. The Current President shall appoint a Chairman who will serve at the discretion of the President and the Board of Directors.
- b. At least one (1) member shall be Jurisdictional Authorities, one (1) member shall be a representative of the Carnival Ride Industry, one (1) member shall be a representative of the Amusement Park Industry, and one (1) member shall represent the Private Consultants whose primary interest is the inspection of amusement rides and devices, and five (5) Members at Large. Each new member must have attained a Level II (Advanced) Certificate prior to appointment.
- c. The Board shall develop a uniform standard for administering the examination and make the examination available at least once each year.
- d. The members of the Board shall serve without compensation, except as stated in 2.e, but may be reimbursed for expenses incurred in attending meetings or in performing their duties as a member of the Board.
- e. Examination Administration Fees
 1. "At a location where only the examination has been requested and where proctors must be brought in to administer the examination, NAARSO will charge a minimum fee of \$2,500.00 (Two Thousand Five Hundred USD) 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."

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2. "At locations where there is NAARSO approved training sessions being held, there will be a daily fee charged for the proctors, this will be in addition to any applicable test or membership fees."

f. The following schedule of examination and renewal fees shall be used;

Examination, Certification, and renewal fee (Limited Specialty, Level I and II)	\$160.00
(NAARSO members receive \$105.00 discount)	\$55.00
Level III Certification application fee	\$100.00
Level III Certification renewal fee	\$55.00
Endorsement Application and Renewal Fee (each)	\$15.00
Certificate Replacement Fee	\$20.00
Certification Card Changes/Replacement Fee	\$20.00

g. The Board shall meet no less than twice each year, once during the annual Safety Forum and once at a time and location to be announced by the chairman with adequate notice. A quorum for the conduct of all business of the Board shall consist of two-thirds (2/3) of the voting members. Members of the Board unable to attend meeting may vote in absentia by mail, fax, or email allowing adequate time for receipt

3. EXAMINATION

- a. The examination shall be in writing and shall be conducted by members of the Board, with at least two (2) members present at all times during the examination. The examination shall be confined to questions which will aid in determining the applicant's basic knowledge of the amusement industry and inspection fundamentals. The examination shall be prepared and administered by the Board.
- b. The various examination levels shall cover 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.
- c. The examination will only be given on dates and at locations approved by the Board.
- d. Results of the examination shall be confidential and conveyed to applicants 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 examination.
- e. Applicants must be able to read, write, and comprehend the English language. Applicants with special needs

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must request accommodations, in writing, to the Board no less than thirty (30) days prior to the examination date. The Board must approve any special needs or accommodations prior to the examination.

4. ISSUANCE AND RENEWAL OF CERTIFICATES AND ENDORSEMENTS

- a. Successful applicants will be issued a certificate as an amusement ride and device inspector by the Executive Director or his designate. A NAARSO certificate and/or endorsement are valid for two (2) years and will expire on March 31. If a certificate is issued after March 31, it will be valid until March 31 of the 2nd. year. An expired certificate may be renewed within one (1) year of expiration for the balance of the two (2) year term ending March 31 provided training requirements specified under certification renewals in section 5 have been met. Certificates expired beyond one (1) year shall not be reinstated without successful retesting.
- b. The certified inspector shall submit evidence of the appropriate hours of training or continuing education units (CEUs) and any other required documentation applicable to their level of certification prior to March 31 of the year of certificate expiration. All training and documentation shall be submitted to the Board for approval.
- c. Failure to submit required evidence could result in the delay or revocation of a certificate. Formal training shall consist of NAARSO approved amusement ride seminars, conferences, and/or local training on related subjects such as welding, NDT, hydraulic, electrical or mechanical systems. NAARSO shall maintain a file on each member and retain copies of all training documentation

5. REQUIREMENTS FOR CERTIFICATION AND CERTIFICATION RENEWALS FOR AN INSPECTOR OF AMUSEMENT RIDES AND DEVICES

LIMITED SPECIALTY CERTIFICATION

Applicants for Limited Specialty certification shall satisfy the requirements of this section.

In order to take the NAARSO Certification Examination, the applicant shall meet the following qualifications:

- a. A high school diploma, GED, or the equivalent, plus one (1) year employment within the past three (3) years in the design, manufacture, maintenance, repair, operation, or inspection of amusement rides and devices.
OR
Three (3) years of employment within the past five (5) years in the design, manufacture, maintenance, repair, operation, or inspection of amusement rides and devices.
- b. Provide verification from employer, or qualified sponsor that all information provided on application is true and correct.
- c. Applicants must possess the ability to read, write, and comprehend the English language.

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All applicants must pass a written examination as referenced in 3.b

Limited Specialty Certification Renewal

All Limited Specialty inspectors must obtain at least 10 hours of NAARSO approved formal training during their certification period (two (2) years) to retain a limited specialty inspector certification, as referenced in 4.b. Examination may not be retaken to circumvent the training requirement within three (3) years of issuance of certification.

Any or all of the criteria for recertification may be waived, postponed or suspended by the Certification and Examination Board upon written request for consideration by a certificate holder.

LEVEL I (BASIC) CERTIFICATION

Applicants for Level I (*Basic*) certification shall satisfy the requirements of this section.

In order to take the NAARSO Certification Examination, the applicant shall meet the following qualifications:

- a. A high school diploma, GED, or the equivalent, plus one (1) year employment within the past three (3) years in the design, manufacture, maintenance, repair, operation, or inspection of amusement rides and devices.
OR
Three (3) years of employment within the past five (5) years in the design, manufacture, maintenance, repair, operation, or inspection of amusement rides and devices.
- b. Provide verification from employer, or qualified sponsor that all information provided on application is true and correct.
- c. Applicants must possess the ability to read, write, and comprehend the English language.

All applicants must pass a written examination as referenced in 3.b

LEVEL I (BASIC) CERTIFICATION RENEWAL

- a. All Level I (basic) inspectors must obtain at least 3.2 continuing education units (CEUs) or 32 hours of NAARSO approved formal training during their certification period (two (2) years) to retain a basic inspector certification, as referenced in 4.b. Examination may not be retaken to circumvent the training requirement within three (3) years of issuance of certification.
- b. Any or all of the criteria for recertification may be waived, postponed or suspended by the Certification and Examination Board upon written request for consideration by a certificate holder.

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LEVEL II (ADVANCED) CERTIFICATION

- a. Applicants for Level II (*Advanced*) certification shall satisfy the requirements of this section. This level is obtained through a combination of testing and experience.
- b. In order to take the NAARSO Certification Examination, the applicant shall meet the following qualifications:
 1. Applicants must possess a current NAARSO Level I (Basic) Certification.
 2. Applicants must possess verifiable documentation of five (5) years of employment and current employment in the design, manufacture, maintenance, repair, operation, or inspection of amusement rides and devices.
 3. Applicants must possess the ability to read, write, and comprehend the English language.
 4. All applicants must pass a written examination as referenced in 3.b, which covers advanced topics in areas such as, but not limited to welding, electrical, hydraulics, pneumatics, or nondestructive testing of amusement rides and devices.
 5. All applicants must provide proof of successful completion of at least 3.2 continuing education units (CEU's) or 32 hours of NAARSO approved formal training as referenced in 4.b within the 24 months prior to applying to take the examination.

LEVEL II (ADVANCED) CERTIFICATION RENEWAL

- a. All Level II (Advanced) inspectors must obtain at least 3.2 continuing education units (CEU's) or 32 hours of NAARSO approved formal training during their certification period (two (2) years) to retain the Level II (Advanced) certification, as referenced in 4.b.
- b. Any or all of the criteria for recertification may be waived, postponed or suspended by the Certification and Examination Board upon written request for consideration by a certificate holder.

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LEVEL III (SENIOR) CERTIFICATION

Level III Philosophy

- a. All Level III (Senior) Certificate holders are required to demonstrate a commitment to the amusement industry, diverse knowledge of codes and standards, as well as a high level of self initiative.
- b. Level III (Senior) Certificate holders are expected to support NAARSO to the extent of their collective knowledge and use their energy and substance in the areas of training and instruction to advance the NAARSO philosophy of “Safety through Communication”.
- c. Applicants for Level III (*Senior*) certification shall satisfy the requirements of this section. The senior level is obtained through a combination of experience and training beyond the Level II (Advanced) certification. All of the following requirements must be met:
 1. Must possess a current NAARSO Level II (Advanced) certification.
 2. Must be a current NAARSO member in good standing.
 3. Must have verifiable documentation of ten (10) years of experience in the design, manufacture, maintenance, repair, operation, or the inspection of amusement rides and devices.
 4. Must have worked in the amusement ride and device industry a minimum of three (3) years out of the past five (5) years.
 5. Must be currently employed primarily in the design, manufacture, maintenance, repair, operation, or the inspection of amusement rides and devices.
 6. Must possess a high level of knowledge, education and experience related to the amusement ride and device industry which may be verified by testing.
 7. Be approved by no less than 2/3 of the voting members of the Board.
 8. Have a High School diploma or the equivalent.
 9. Have sixty (60) hours of formal accredited amusement ride safety training within the past five (5) years with verifiable documentation.
 10. Applicants must present a short essay outlining what they have done to comply with the stated Level III philosophy, along with a list of your goals and accomplishments to promote the Level III philosophy.

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11. If an applicant has not previously instructed at a NAARSO approved school, or served as an officer or committee member within the NAARSO organization, applicants must submit an original idea with outline for a one (1) hour industry related safety training class.
12. Applicants must submit at least five (5) original, multiple choice questions for either the Level I or Level II examination with answers and source documentation. (Note:) If questions contain graphics, applicants must provide the graphics in an acceptable electronic format.
13. Applicants must have two (2) current Level III certificate holders review the application and supporting documentation and sign as sponsors for the applicant prior to presenting the packet to the Certification and Examination Board for consideration.

LEVEL III (SENIOR) CERTIFICATION RENEWAL

- a. All Level III certificate holders must obtain at least 3.2 continuing education units (CEU's) or 32 Hours of continuing education at a NAARSO Safety Forum, Outreach Training Sessions or a NAARSO approved Safety Training Seminar during the certification period (two (2) years) to retain the Level III (Senior) Certification. On line training modules will not be accepted for Level III renewals.
- b. All level III certificate holders must maintain their NAARSO membership without lapse to retain their certification.
- c. All Level III certificate holders must remain active in the amusement industry.
- d. Any or all of the criteria for recertification may be waived, postponed or suspended by the Certification and Examination Board upon written request for consideration by a certificate holder.
- e. Any Level III certificate holder who cannot or does not wish to meet the requirements for Level III Certification renewal, may submit a written request to the Certification and Examination Board to be reduced to a Level II Certification as long as all requirements are met for the criteria established herein for Level II Certification.

6. ENDORSEMENTS

INSTRUCTOR ENDORSEMENT

All of the following requirements must be met:

- a. Applicants must possess a current Level II (Advanced) or Level III (Senior) Certification.
- b. Applicants must provide documented proof of a minimum of sixteen (16) hours of formal education on how to conduct training or provide a minimum of sixteen (16) hours of formal instruction at a NAARSO approved amusement ride safety training program.

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- c. Applicants must be approved by the Examination Board.

INSPECTOR SUPERVISOR ENDORSEMENT

All of the following requirements must be met:

- a. Applicants must possess a current Level II (Advanced) or Level III (Senior) certification.
- b. Applicants must provide documented proof of their supervisory responsibilities for amusement ride inspectors.
- c. Applicants must provide documented proof of a minimum of twenty four (24) hours of formal education on management or management related issues.
- d. Applicants must be approved by the Examination Board.

7. CERTIFICATION FILE

A certification file shall be maintained on each inspector. It will include, but not be limited to the following:

- a. Certification Applications with required supporting documentation.
- b. Examination answer sheets.
- c. Examination correspondence.
- d. Copy of Certificate.
- e. Proof of continuing education.

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8. DECERTIFICATION

- a. A holder of a Level I, Level II or Level III Certification may be decertified for violating the certification program rules, including the NAARSO Codes of Professional Conduct.
- b. Where decertification is based upon violation of the program rules or the NAARSO Codes of Professional Conduct, the following procedures must be observed:
 1. A complaint alleging a failure to comply with the program rules or NAARSO Codes of Professional Conduct shall be filed in writing with the President of NAARSO.
 2. The President of NAARSO shall refer it to the chairman of the Certification and Examination Board and members of the Board, as appropriate, who shall consult with the NAARSO counsel to determine whether the complaint alleges good cause for decertification.
 3. Such determination shall be made within 10 days from the date of receipt of the complaint.
 4. If the complaint does not allege good cause for decertification, the chairman shall dismiss the complaint and the president shall notify the complainant in writing within five days from the date of such determination.
 5. The complainant shall be advised that there is no appeal from such a determination.
 6. If the complaint does allege good cause for decertification, the NAARSO president shall, within five days from the date of such determination, send a copy of the complaint to the subject of the complaint (“respondent”), and at the same time shall send the complainant and the respondent a copy of these decertification procedures.
 7. Within 10 days from the good-cause determination, the chairman of the Certification and Examination board shall appoint a review board consisting of the chairman, four (4) additional members of the Certification and Examination board and the NAARSO counsel.

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8. The review board shall schedule a hearing, notifying the respondent in writing at least 30 days in advance of the date, time, and place of the hearing.
 9. The respondent shall be specifically advised of the right to be represented by counsel or other representative, present witnesses on his or her behalf, and cross-examine all witnesses.
 10. The complainant shall be required to give testimony against the respondent.
 11. The respondent may waive his or her right to appear in person at the hearing and may agree that all evidence shall be submitted in any other manner suitable to the review board.
 12. After hearing the evidence, the review board may dismiss the case against the respondent, issue a warning to the respondent, or revoke the respondent's certification.
 13. In the event that the review board revoke's a respondent's certification, the review board will make the determination if the respondent's conduct requires disqualification from any future participation in the certification program.
 14. The review board shall act by majority vote within 10 days after the hearing.
- c. The respondent may appeal a decision of decertification by filing a notice to appeal, in writing, with the president of NAARSO within 30 days following the date of the decertification decision.
- d. Where an appeal has been filed in accordance with the rules, the following procedures must be observed:
1. The NAARSO president shall appoint a three-member appeals board from the NAARSO executive board, one of whom, designated by the president, shall serve as the presiding member of the board.
 2. The appeals board shall review the record of the proceedings and shall permit the respondent to submit a written statement

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explaining his or her position, which must be submitted at the time of the appeal.

3. By majority vote, the appeals board may decide to hold a hearing, which decision shall be made within five days after receipt of the appeal.
4. If the board decides to hold a hearing, it shall give the respondent and complainant 30 days prior written notice of the date, time, and place of the hearing, which must be held no later than 45 days after receipt of the appeal.
5. The hearing notice shall include a statement advising respondent and complainant that they have 10 days from receipt of such notice to advise the board of their intent to appear at the hearing and that, if they fail to do so, a decision will be made based on the existing record.
6. The appeals board must notify the respondent of its final decision, in writing, within 30 days after receipt of the appeal, or if a hearing is held, within 30 days after the hearing.
7. If the appeals board upholds the decision to decertify, the respondent shall, upon receipt of the decision, immediately return his or her certificate to NAARSO, and cease all use of the Certified Amusement Ride Inspector designation.
8. No member of the certification and examination board or review board who has taken part in a complaint proceeding may serve on the appeals board with respect to the same complaint.

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AMUSEMENT RIDE INSPECTOR CERTIFICATION EXAM ADMINISTRATIVE PROCEDURES AND GENERAL INFORMATION

Application / Registration for Examination

Pre-Application: An applicant may pre-apply for the examination by completing the appropriate application provided by NAARSO, providing the required documentation and prepaying the appropriate fee. Applicants will receive an "Admittance Card" at the exam site. The "Admittance Card" must be presented when entering the examination room.

On Site Application: An applicant may apply for the examination on the day of the examination. The applicant must complete the application form, provide the required documentation and pay the appropriate fee. The applicant will then receive an "Admittance Card".

Should the applicant not provide all the required documentation or provide inaccurate or false documentation, the result of the examination will be voided.

Admittance: All applicants must present their "Admittance Card" and one additional photo I.D. Card indicating applicants name to the Administrator at the exam site registration desk. (A photo I.D. card may include state issued identification such as a driver's license or employee identification card with a photo).

The administrator will process the "Admittance Card" and identification, and provide the applicant with the appropriate identification to enter the examination room. This identification must be displayed at all times during the examination.

The Examination Room:

It will be the responsibility of the examination proctors to prepare the room for the examination. In addition, examination proctors will be responsible for the security of the examination room during the entire examination period. At least two members of the Certification and Examination Board must be present at the examination location at all times during the entire examination period.

Properly registered applicants and proctors will be the only individuals permitted in the examination room during the examination period.

No books, manuals, tablets, briefcases, calculators, etc will be permitted in the examination

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room. Any items brought into the examination room such as coats, hats, etc. shall be placed in a designated area by the proctors. You will be provided with pencils and scratch paper. Cellular phones must be turned off and left outside the examination room or at the main table with a proctor.

Once an applicant has entered the examination room, the applicant will only be permitted to leave the room one

(1) time during the examination period. Test booklet(s), answer sheets, and scratch paper must remain in the examination room. An applicant shall leave the examination room upon completion of the examination. The applicant must present the test booklets, answer sheets, and all scratch paper to the proctor in the examination room before leaving. All appropriate information must be provided on test booklet(s) and answer sheets. Failure to provide required information may result in failure. Once an applicant has exited the examination room, the applicant will not be permitted to re-enter until the end of the examination period.

Applicants with questions or problems shall raise their hand to signal a proctor for aid. Proctors are only permitted to discuss the mechanics of the examination process or rules/directions imposed by the Examination Board. Applicant questions regarding specific examination questions will not be answered or discussed. Should a problem, regarding a specific question, arise (typo, etc.), the proctors will discuss the problem and make an announcement if needed to clarify the issue.

At the end of the specified examination period, the proctors will collect the remaining test booklets, answer sheets, scratch paper and clear the room.

Examination Room Regulations:

No talking during the examination; No smoking, eating, or drinking in the examination room; Applicants to sit at designated seating only; Applicants must remain seated at all times, No wandering around the room; Accepted academic decorum is expected of all applicants at all times. Failure of an applicant to follow any of the examination procedures/policies, or an applicant who conducts oneself in an inappropriate manner will be "excused from the examination, without completion". Any applicant so "excused" will fail the exam and forfeit all fees associated with the examination process, and be required to begin the process anew.

Post Examination:

All completed examinations will be graded by the members of the examination board or their designee. The results of the examination, the completed answer sheets, the application form, and any other necessary documentation will be maintained in the applicant's

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permanent file by NAARSO.

The applicant will be informed, in writing, of their success or failure of the examination. It will be the responsibility of each applicant to provide all additional information to NAARSO for completion of the applicant's certification file. Failure to provide required documentation may delay the receipt of examination results.

Unsuccessful applicants may not be retested for at least one hundred eighty (180) days from the date of the examination.

THE EXAMINATION ITSELF

LIMITED SPECIALTY

The examination consists of 75 questions on general knowledge, mathematics, sciences, general practices, basic ride knowledge, etc, which must be passed by a score of at least 75% correct.

Subjects may include, but are not limited to questions relating to:

Word knowledge, the ability to read and understand instructions

Basic mathematical calculations

Measurement conversions, US to Metric, etc.

Electrical components and their function

General mechanical comprehension

General Science principles

Basic tools and workshop knowledge

Blocking

Bracing

Shoring

Wire rope

Fasteners, types, grades, proper use (U.S. and Metric)

Seat restraints

Hydraulics/pneumatics

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Applicable Safety Codes and Standards
Accepted Industry Practices
Electrical systems (U.S. and European)
Inspection practices/procedures
Ride operations
Signage

LEVEL I

The examination consists of 150 mixed questions which must be passed by a score of at least 75% correct. The test is made up of questions based on general knowledge, mathematics, sciences, general practices and additional questions which specifically apply to amusement rides. Any particular examination will consist of most or all of the question categories.

General Knowledge subjects may include, but are not limited to, questions relating to:

Word knowledge, the ability to read and understand instructions
Basic mathematical calculations
Measurement conversions, US to Metric, etc.
Electrical components and their function
General mechanical comprehension
General Science principles
Basic tools and workshop knowledge

Ride Inspection Knowledge subjects may include, but are not limited to, questions relating to:

Blocking
Bracing
Shoring
Wire rope
Fasteners, types, grades, proper use (U.S. and Metric)

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Seat restraints

Welding practices/procedures

Non-Destructive testing

Hydraulics/pneumatics

Applicable Safety Codes and Standards

Accepted Industry Practices

Electrical systems (U.S. and European)

Inspection practices/procedures

Ride operations

Signage

LEVEL II

The examination consists of 150 mixed questions which must be passed by a score of at least 80% correct. Many of the questions are in the same categories as the Level I, but are considered more difficult by the Examination Board. Any particular examination will consist of most or all of the question categories.

The scope of questions which may be included:

Understanding Job Information - Inspectors have to read training material, ride manuals, ride bulletins, and information sheets all during their careers. It is very important for them to understand what they read. Some questions test your ability to read and understand job information.

Recall of Details - Some questions test your ability to recall details of a technical paper or manual you have just read.

Judgment and Reasoning - Some questions test judgment in a situation that an inspector may face on the job.

Understanding Mechanical Devices - Some questions test your ability to understand general mechanical devices. Other questions test your knowledge of tools and equipment an inspector may be called upon to use.

Deal with Other People - Inspectors must deal with the public during inspections, during administrative functions, and during investigations. As public servants, or representatives of other businesses, an inspector should treat people with courtesy and respect. Some questions present problem situations in which inspectors have to deal with other people.

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Basic Mathematics and Science - Some questions test an inspectors understanding of basic mathematics and general science, and the ability to apply them to the typical inspection situation.

Ride Operations and General Ride Safety - Some questions test an inspectors understanding of proper ride operational procedures and general ride safety practices.

Foreign Rides and Metrics - Inspectors usually are required to work with rides manufactured outside the U.S. using metric measurements. Inspectors should understand the important difference between foreign and U.S. manufacturing practices and standards. The inspector should have a working ability to convert metric measurements to U.S. and vice-versa (given conversion formulas).

Codes and Standards - Inspectors are usually required to have a working knowledge and understanding of various published safety codes and standards. The inspector need not memorize any code, but needs to know which code to apply in each individual circumstance.

Specialized Areas - Amusement rides can be very complex, an inspector should have a basic understanding of several specialized area. The inspector need not be a fully trained specialist in any particular field, but needs a general working knowledge of procedures, practices, and terminologies in such diverse fields including:

Welding

Non-Destructive Testing

Fasteners

Mechanical Systems

Wire Rope

Blueprint Symbols

Electrical

Pneumatic Systems

Hydraulic Systems

Incident Investigations

GENERAL EXAMINATION INFORMATION

The questions will be multiple choice with 4 possible answers. You will be asked to mark your answer by darkening the circle corresponding with your answer number and letter on your answer sheet.

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Do not write your name on the test booklet(s) or answer sheets. You will be asked to write in the date, your I.D. number, and test card number on the test booklet(s) and answer sheets. The members of the Examination Board who grade the exam will not know to whom answer sheets belong.

No questions will be asked regarding a specific amusement ride or manufacturer. Thus you need not have experience or knowledge of all the varied rides in use.

BASIC TEST TAKING PROCEDURES

Although not impossible, it is impractical to "Study" or "Cram" for this test. Your general knowledge was gained through many years of "life" and "job" experience. Your ride inspection knowledge is gained through on the job training, self study with ride manuals and other ride information, and with training seminars such as those sponsored by NAARSO, AIMS and others.

These helpful hints and tips are provided to aid you in taking the Inspector Certification Examination.

Be certain to bring your eyeglasses if you need them for reading.

Bring a watch to help you budget your time. Be certain you know the amount of time you have for the test.

Arrive at the test site well before the scheduled time for the test.

Refrain from drinking excessive amounts of liquid before the test. Going to the restroom during the test wastes valuable time.

Do not bring any supplies with you. Pencils and scratch paper will be provided.

Be confident and calm. A certain amount of anxiety is not only normal but is highly desirable. You will not be at your best if you are completely relaxed. Check your watch and apportion your time intelligently. Give the test your complete attention. Concentrate solely on the task before you.

Listen carefully to all oral instructions. Read carefully the directions for taking the test and marking the answer sheets. If you don't understand the instructions or directions, raise your hand and ask the proctor for clarification. Failure to follow instructions or misreading directions can only result in a loss of points.

When the signal is given to begin the test, start with the first question. Don't jump to conclusions. **CAREFULLY READ THE QUESTION AND ALL OF THE POSSIBLE ANSWERS BEFORE MAKING YOUR SELECTION.** Work steadily and quickly

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but not carelessly.

Do not spend too much time on any one question. If you can't figure out the answer in a few seconds, go on to the next question. If you skip a question, be sure to skip the answer space for that question on the answer sheet. Continue in this fashion through the test, answering only those questions that require little time and of which you are sure.

Make certain that the number of the question you are working on in the test booklet corresponds to the number of the questions you are marking on the answer sheet. It is a good idea to check the numbers of the questions and answers frequently. If you skip a question but fail to skip the corresponding answer blank for that question, all your answers after that will be in the wrong place.

After you have answered every question you know, go back to the more difficult questions you skipped and attempt to answer them. If you are still unsure of the correct answer, make an "educated guess", if time permits. If time remaining is short, guess "blindly", but, be sure to answer all questions in the test.

If time permits, recheck your answers for errors. If you find that your initial response is incorrect, change it to the correct answer, making sure to erase completely.

**IF YOU MARK MORE THAN ONE ANSWER, THAT QUESTION WILL
AUTOMATICALLY BE WRONG.**

**THE EXAMINATION BOARD WISHES YOU SUCCESS
ON YOUR AMUSEMENT RIDE INSPECTOR
CERTIFICATION EXAMINATION.**

GOOD LUCK