

September 26, 2023

Re: Obtaining Pennsylvania Department of Agriculture Approval to offer Continuing Education Training to Pennsylvania's Qualified Amusement Ride Inspectors

To: *Persons Seeking to Provide Continuing Education Training to Certified Inspectors of Amusement Rides and Amusement Attractions*

This memorandum explains the process and procedure by which an entity may become approved by the Pennsylvania Department of Agriculture ("Department") to provide required continuing education training to persons who have been certified by the Department to act as "Qualified Inspectors" of amusement rides and amusement attractions under authority of Pennsylvania's Amusement Ride Safety Act.

Background.

The Department, through its Division of Rides and Amusements, is responsible for the qualified amusement ride inspector program. Under this program, the Department certifies eligible individuals to act as Qualified Inspectors of amusement rides.

The certification of a Qualified Inspector lasts for three (3) years, during which time the Qualified Inspector is required to successfully complete a specific minimum number of hours of Department-approved continuing education in the area of safe amusement ride and attraction erection and operation. If this continuing education requirement is met, the Department will renew the certification for another three years. The number of required credit-hours varies from 16 hours with respect to certain comparatively simple and specialty types of amusement rides, to 24 hours for *affiliated* Qualified Inspectors, to 48 hours for *general* Qualified Inspectors.

Approval Process.

If you seek (or your organization seeks) to become a Department-approved provider of continuing education credits for Qualified Inspectors of amusement rides and amusement attractions, the following presents the application process:

1. At least 90 days before the training is scheduled to occur, but no more than 180 days before the training is scheduled to occur, the applicant shall provide the Department the following, in writing:
 - Identifying information, including individual/business name, address, e-mail, telephone number and business website address.



pennsylvania
DEPARTMENT OF AGRICULTURE
DIVISION OF RIDES AND AMUSEMENTS

- A summary identifying the relevant amusement ride and amusement attraction-related education, training and/or experience of the applicant.
 - A written description of each continuing education training course it proposes to offer, including title, subject matter and the number of credit-hours proposed for each such course.
 - A short biography presenting the specific education, training and/or experience of each instructor (specified education, training or experience must clearly relate to the specific training to be presented in the course).
 - A seminar schedule including dates, times, instructor(s), name of individual training sessions, number of students (class size, approximate), and location of training.
 - A statement describing whether training is to be classroom, hands-on or some combination thereof, and explaining the training.
 - A description of an attendance monitoring process that ensures at least 95% attendance for each credit-hour to be awarded a given attendee.
 - Confirmation that the applicant understands and agrees that one (1) hour of the scheduled training will be presented and taught by staff from the Department, which will instruct attendees on topics related to the Amusement Ride Safety Act and its attendant regulations (in state training). The bureau will provide training material for those interested in Pennsylvania's program (out of state training).
2. The Department will – within 10 working days of receiving all the above information from an applicant – tentatively approve the application, deny the application or request additional information or clarification. Beginning October 1, 2023, the Department will only approve continuing education for those events it can audit in person.
3. At 30 days before the date the training is scheduled to occur, the applicant shall provide the Department either: (1) written notice of any changes to its initial submission (described above), and confirm the accuracy of the submission, as revised; or (2) written notice that there are no changes to its initial submission. The Department will grant *final* approval within 5 working days of receiving this submittal, provided it has already granted *tentative* approval for the training. No date or location changes will be accepted as the Department is unable to make last minute changes for travelers. If there is a date or location change that is not able to be accommodated by the Department, previously issued *tentative* approval may be rescinded.



pennsylvania
DEPARTMENT OF AGRICULTURE
DIVISION OF RIDES AND AMUSEMENTS

4. A Department-approved training provider shall provide individual certificates to persons who successfully complete approved training, indicating the name of the recipient, the date(s) of training, number of credits-hours awarded, and the training location. The certificate shall also contain the signature and/or seal of the training provider, confirming the accuracy of the certificate.
5. A Department-approved training provider shall – within 30 days of the completion of the training course – provide the Department a report listing the attendees (by name and address), identifying the training provided and the credit-hours awarded to each participant.
6. The Department may be present at any approved training to ensure compliance with the applicant's submission. Failure to maintain the standards approved (timeliness, attendance, quality of instruction, or qualifications of instructor) may result in a partial or complete revocation of approval.

Questions concerning this memorandum should be directed to the undersigned.

Respectfully,

A handwritten signature in black ink, appearing to read 'Walter T. Remmert', written over a large, loopy flourish.

Walter T. Remmert
Bureau Director