

Inspector Certification Policy

Policy

The Association for Challenge Course Technology (ACCT) shall provide a certification program for individuals who perform professional inspections and in-house periodic monitoring inspections of challenge courses. In this document, Challenge Course will include a facility or facilities consisting of one or more elements that challenge participants including zip line tours, canopy tours or aerial adventure/trekking parks. To receive certification, applicants must demonstrate experience and knowledge in content specific to inspection practices. To maintain certification, certified inspectors shall provide evidence of receiving continuing education specific to inspections, emerging technology and developing industry standards. This program shall be made available to individuals, both members and non-members, and shall credential the individual inspector. Certification recognizes that the individual inspector has demonstrated a minimum level of knowledge and experience relevant to performing challenge course inspections.

Certifications issued through this program shall not represent an endorsement of the services provided by an individual inspector or entity, nor shall it certify any inspection performed by an individual holding an inspector certification. This program shall not constitute a relationship of employment or supervision between ACCT and the certificate holder. The requirements specified by this program shall not supersede any requirements specified by an Authority Having Jurisdiction (AHJ) or any de facto standard that requires additional duties or documentation.

Purpose

Inspector Certification recognizes that an individual has demonstrated and maintained the minimum knowledge and experience required to perform challenge course inspections, at the indicated level of certification, as outlined by the Association for Challenge Course Technology.

This program is intended to benefit the industry by:

- Elevating professionalism in inspection practices
- Identifying minimum qualifications for ACCT Certified Inspectors
- Creating a benchmark for Authorities Having Jurisdiction regarding inspector credentials
- Providing awareness of the ACCT and its Programs

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- Supporting ACCT's influence on increased risk management within the challenge course industry
 - Promoting continuing education through recertification

Procedure

1. Program Oversight

- a. Inspector Certification will be administered by the ACCT Staff under the authority of the Executive Director. The Inspector Certification Program will be supported by the Inspector Certification Panel
- b. The Inspector Certification Panel is charged with the ongoing development and maintenance of the application, renewal, and testing processes of the program, and ensuring that the program is:
 - i. compliant with current industry standards
 - ii. maintains a high standard of quality
- c. The Inspector Certification Panel shall report to the Accreditation and Certification Committee and be guided by an established Terms of Reference.
- d. Modifications to the Inspector Certification Program shall be approved by the Accreditation and Certification Committee.

2. Program Requirements

- a. Maintain and publish lists of ACCT Certified Inspector/Monitors and Professional Inspectors
- b. Submit policy suggestions and updates to the Accreditation and Certification Committee
- c. Maintain procedure documents including but not limited to the following processes:
 - i. Application
 - ii. Renewal
 - iii. Testing
 - iv. Revocation
- d. Maintain a record-keeping system
- e. Perform ongoing evaluations of the Inspector Certification Program as determined by the Accreditation and Certification Committee
- f. Offer a test preparation training to interested individuals a minimum of once per year
- g. Maintain current exams and testing materials that align with current industry standards and practices
- h. Fees shall be reviewed and approved by the Executive Director



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- i. Requirements for duration, terms of maintenance, and recertification shall be available to the public
 - j. Provide information about the appeals process available to applicants who are denied certification or who have their certification status revoked
 - k. Provide information about how to levy complaints against certified individuals

3. Definitions

- a. Inspector. An individual who has the skills, knowledge, and ability to identify hazards and communicate them to the challenge course operator.
- b. In-House Inspector/Monitor. The competent person who performs, manages, and documents the on-going periodic monitoring system at a specific site. Their scope of practice does not extend to professional or third-party inspections.
- c. Professional Inspector. A qualified person who evaluates the condition of a course, its environment, and life safety equipment to identify any current or imminent standard deficiencies and determine its readiness for participant use. Communicates all deficiencies or hazards to the challenge course owner/operator. Their scope of practice includes inspections of the structures, access points, life safety systems, personal safety equipment, and elements including the compatibility of the components in the systems.

4. Inspector Certification Categories

- a. In-House Inspector/Monitor Certification is designed for individuals employed by a challenge course, aerial adventure/trekking park, or canopy/zip line operator who performs **Periodic Internal Monitoring** (as described in the current edition of the ANSI/ACCT Standards).
- b. Professional Inspector Certification is designed for the individual working for a business that is properly insured to perform **Professional Inspections** (as described in the current versions of the ANSI/ACCT Standards and Qualified Course Professional Guidelines (QCP)).
- c. Supervisor Endorsement is designed for those inspectors that supervise other inspectors.

5. Inspector Certifications and Endorsements

- a. Level 1 In-House Inspector/Monitor Certification - is an entry level certification recognizing that an individual has demonstrated the minimum qualifications/requirements pertinent to conducting in-house, periodic monitoring.
- b. Level 2 In-House Inspector/Monitor Certification - is an advanced level of certification recognizing that an Individual has demonstrated more rigorous requirements for experience and knowledge pertinent to conducting in-house periodic monitoring.
- c. Level 1 Professional Certification - is an entry level certification recognizing that an individual has demonstrated the minimum qualifications/requirements pertinent to conducting professional inspections.
- d. Level 2 Professional Certification - is an advanced level of certification recognizing that an Individual has demonstrated more rigorous requirements for

experience and knowledge pertinent to conducting professional and third-party acceptance inspections.

- e. Supervisor Endorsement - is an endorsement that recognizes an individual who holds a Level 2 certificate that has demonstrated the knowledge and skills required to supervise other individuals within the supervisor's Inspector Certification Category.

6. Inspector/Monitor Certification Eligibility Requirements: Eligibility requirements for Certified Inspectors shall be maintained for the following headings by the Accreditation and Certification Committee and the Inspector Certification Panel.

a. General Requirements

- i. Act as an agent of a challenge course operator/vendor
- ii. Be at least 21 years of age
- iii. Have a high school diploma, GED, or equivalent
- iv. Document the skill, experience, and training to be considered a Competent Person with regard to worker safety and fall protection
- v. Have the ability to inspect challenge course elements in accordance with ACCT Standards
- vi. Meet visual requirements
 - 1. All applicants must pass an eye exam to provide proof of near and far acuity of 20/30 or better with or without corrective lenses.
 - 2. All applicants must take a color perception test. Applicants who test positive for a color perception deficiency must submit a letter of acknowledgment to include a statement of adaptation from their supervisor before testing.
- v. All tests must be passed with a score of 80% or greater

b. In-House Inspector/Monitor Certification Requirements

- i. Must provide proof of insurance that meets the current requirements as specified by the ACCT Insurance and Risk Management Committee
- ii. Provide proof of employment via signed Supervisor's Attestation.
- iii. **In-House Level 1**
Document the following minimums within the past 36 months:
 - a. *Employment:* 125 days in the Challenge Course industry
 - b. *Training:* 16 hours of challenge course inspection relevant training. This must include attending an 8 hour ACCT Inspector Certification Prep Course.
 - c. *Inspections:* 12 documented inspections including pre-use checks, shadowing, periodic monitoring (of which a minimum of three (3) are periodic inspections in compliance with current ANSI/ACCT Standards,

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- (of which a minimum of two (2) are periodic inspections performed under the supervision of a qualified person.)
- d. Testing. Pass an In-House Level 1 certification exam
- iv. **In-House Level 2**
Document the following minimums within the past 60 months:
- a. *Employment*: 275 days in the Challenge Course industry.
- b. *Training*: 32 hours of challenge course inspection relevant training by a qualified person.
- c. *Inspections*: 24 documented inspections in compliance with current ANSI/ACCT Standards, (of which six (6) are periodic inspections three (3) of which are performed under the supervision of a qualified person.)
- d. Testing. Pass In-House Level 1 and Level 2 certification exams, e. A passing score on the In-House Level 1 exam is required to validate the Level 2 Exam. If the inspector is currently certified as Level 1, the Level 1 test does not need to be retaken.
- c. **Professional Inspector Certification Requirements:**
- i. Must provide proof of insurance that meets the current requirements as specified by the ACCT Insurance and Risk Management Committee.
- ii. Provide proof of employment via signed Supervisor's Attestation.
- iii. **Professional Level 1**
1. Document the following minimums within the past 36 months:
- a. *Employment*: A period of employment of 365 days or more as an employee or owner in the Challenge Course industry. Recent employment history assists in showing an applicant is staying current with industry knowledge and developments as well as maintaining the specific skill set required to inspect.
- b. *Experience*: 75 days Inspection relevant experience includes and is not limited to the following: conducting inspection relevant training; engaging in challenge course inspection, installation, maintenance, and/or design; supervising other inspectors, managing an inspection department, serving on inspection-relevant entities.
- c. *Training*: 40 hours of training specific to inspection. This must also include attending an 8 hour ACCT Inspector Certification Prep Course.
- d. *Inspections*: 12 Professional Inspections in compliance with

current ANSI/ACCT Standards, performed under the supervision of a qualified person (inspections must take place at a minimum of three (3) different locations or courses).

e. Testing. Pass a Professional Level 1 certification exam.

iv. Professional Level 2

1. Document the following minimums within the past 60 months:

- a. *Employment: A period of employment of 750 days or more as an employee or owner in the Challenge Course industry. Recent employment history assists in showing an applicant is staying current with industry knowledge and developments as well as maintaining the specific skill set required to inspect.*
- b. *Experience: 150 days Inspection relevant experience includes and is not limited to the following: conducting inspection relevant training; engaging in challenge course inspection, installation, maintenance, and/or design; supervising other inspectors, managing an inspection department, serving on inspection-relevant entities.*
- c. *Training: 72 hours of training related to inspection, installation, maintenance, and/or design; of which at least 48 hours shall be specific to inspection.*
- d. *Inspections: 24 Professional Inspections in compliance with current ANSI/ACCT Standards, of which at least 16 performed under the supervision of a qualified person (inspections must take place at a minimum of 3 different locations or courses)*
- e. Testing. Pass Professional Level 1 and Level 2 certification exams. A passing score on the Professional Level 1 exam is required to validate the Level 2 Exam. . If the inspector is currently certified as Level 1, the Level 1 test does not need to be retaken.

v. Supervisor Endorsement:

- i. Hold a Level 2 In-house or Professional certification
- ii. 8 hours of supervisor or management specific training or have held a supervisory position for one year or more.
- iii. Pass the Supervisor Endorsement Test.

7. Required Documentation

Individuals seeking certification shall submit the following documentation to ACCT:

- a. Inspector Certification Application
- b. Portfolio of Experience
- c. Supervisor's Attestation
- d. Certificate of Insurance
- e. Eye Examination Form
- f. ACCT may grant the use of alternate verification methods and requirements listed in Section 6 on a case-specific basis through the use of the Certification Program Alternative Request Form.

8. Renewal Requirements

The maintenance and renewal of this certification is obtained through a combination of continuing education, work experience, and periodic re-testing. Inspectors certified under prior eligibility requirements shall have a 24 month grace period to become compliant with changes in this policy (from policy publication).

- a. Document Renewal procedure (two (2) years after testing)
 - i. Submit updated documentation required in Section 7. Required Documentation
 - ii. Continuing education and Inspections to be documented in Portfolio of Experience
 1. Level 1 In-House, and Level 2 In-House Inspector/Monitor: 24 hours of continuing education units (CEUs) or 24 hours of ACCT-approved formal training and 4 In-House inspections (of which 2 are Periodic Internal Monitoring) during their certification period of two-years to retain inspector certification.
 2. Level 1 Professional, and Level 2 Professional: 32 hours of continuing education units (CEUs) or 32 hours of ACCT-approved formal training and 6 Professional Inspections during the certification period of two-years to retain inspector certification.
 3. Supervisor Endorsement: Provide documentation of continued supervising of inspectors or 4 hours of hours of management/supervisor related continuing education units (CEUs).
- b. Renewal procedure every four (4) years) after testing:
 - i. Meet two-year document renewal requirements
 - ii. Pass the current Inspector Certification Exam(s). If certified as a Level 2 Inspector, only the level 2 exam is required. (If multiple Levels are taken

for recertification, the requirements under Section 6 will apply. Inspectors holding a Supervisor Endorsement do not need to retake the Supervisor Endorsement test if the requirements of section 8 are met.)

9. Lapse in Certification

- a. Certifications are considered void upon the expiration date listed on their certificate. Inspectors may not perform inspections under their certificate number during any lapse in certification.
- b. Inspectors shall have a 60 day period past their expiration date to apply for renewal of certification.
- c. Inspectors who fail to meet the renewal requirements, have their certification revoked, or have their certification invalidated due to change in employment status or loss of insurance, must re-apply under the current application requirements of the program.

10. Inspector Certificates for Additional Companies

- a. Inspectors can apply for certificates for up to 2 additional companies upon receiving their certification.
- b. Each Additional certificate will require providing:
 - i. Additionally Listed Company Supervisor's Attestation from the additionally listed company (with acknowledgement from Primary Employer)
 - ii. Certificate of Insurance from additionally listed company
 - iii. Recertification of additional certificates will occur at the same time as the primary no matter the date of issuance for the additional certificate.
- c. Transfer of primary to a currently listed may occur at any time. See Transfer Requirements below.
- d. Upon separation from an additional employer, notification must be sent to ACCT within 30 days.

11. Transfers

- a. Certified Inspectors who change employers are required to report changes and provide updated information to ACCT within 30 days.
- b. Employers who change employment status with a Certified inspector are required to report changes and provide updated information to ACCT within 30 days.
- c. When a change of employer occurs, the individual's certification attached to that employer is considered invalid until the transfer process is complete.
- d. A certification's expiration date shall not change upon transfer of certification.

12. Active/Inactive Certification

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- a. Certification shall be considered inactive during unemployment or lapse in required levels of insurance.
 - b. Certified Inspectors and their company are required to report any lapse of insurance or change of employment to ACCT within 30 days.

13. Revocation

- a. Certification shall be considered revoked for misrepresenting qualification or employment status.
- b. Certification shall be considered revoked for performing inspections for a company without proper insurance for the type of inspection being performed.
- c. Certifications may be revoked for other reasons including but not limited to a breach of the ACCT Code of Ethics.
- d. Previously Certified Inspectors with revoked certifications can appeal through the Accreditation and Certification Committee (ACC).