



# **Certified Playground Safety Inspector Test Center or Live Remote Online Proctoring Candidate Handbook**

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**Certified  
Playground  
Safety Inspector**

## TABLE OF CONTENTS

### INTRODUCTION

Welcome	3
Examination Development	3
About the Testing Agency	3

### SECTION I: ADMINISTRATIVE POLICIES AND RULES FOR EXAMINATION

Services for Individuals with Disabilities	4
Services for English as a Second Language Candidates	4
Inclement Weather or Emergency	4
Age and Education Requirement	4
Reschedule of Examination	4
Exam Extension	5
Copyrighted Examination Questions	5
Release of Information	5
Following the Examination and Scoring Results	5
Appeals	5
Re-Examination	5
Scores Cancelled	5-6
Your Status as a Certified Playground Safety Inspector	6
Recertification	6
Certification Extension Policy	6
Statement of Non-Discrimination	6

### SECTION II: TESTING AT A PSI TEST CENTER 7-9

### SECTION III: TESTING BY LIVE REMOTE ONLINE PROCTORING 10-12

### SECTION IV: STUDY GUIDE

General Examination Preparation	13
Study Advice	13
Test-taking Advice	13
Exam Content Outline	14
Reference Materials	15
CPSI Table of Dimensions	16-17

### SECTION V: CPSI CODE OF PROFESSIONAL CONDUCT 18

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# INTRODUCTION

## Welcome

The Certified Playground Safety Inspector (CPSI) program is offered by NRPA under the authority of the National Certification Board (NCB).

The purpose of the CPSI Course is for those certified to be able to complete the following:

- Identify hazards on public playground equipment and the playground
- Rank the hazards according to injury potential
- Apply the knowledge to remove the hazards and establish a system of inspections

*The desired outcome is that a Certified Playground Safety Inspector (CPSI) is capable of establishing the basics of a sound risk reduction program establish a system of repair, retrofit and removal of hazardous equipment and establish a routine inspection system for their own agency or playground owner-client.*

The NRPA understands that achieving the CPSI certification does not make one an expert in the implementation of the public use playground standard of care. However, the NRPA does recognize all program participants should acquire the knowledge and specific competencies necessary to attain certification as identified by the CPSI Certification and Exam Committees. This knowledge properly and consistently applied in the field will help to create an experience level necessary to be considered a playground safety expert.

## Examination Development

All examination items (questions) have been written and reviewed by subject-matter experts representing playground safety experts and practitioners from many geographical regions. These individuals provide the job-related perspective and expertise that underlies valid examinations.

Individuals seeking certification as a CPSI must receive a passing grade on the CPSI certification examination. Maintenance of the CPSI certification requires at least a passing grade on the CPSI certification examination every three (3) years.

## About the Testing Agency

PSI Services (PSI) is the professional testing agency contracted by the NRPA to assist in the development of the examination based on the test specifications developed by the NCB in consultation with the testing agency. The testing agency is responsible for proctoring the paper pencil exam, and administration of the computer based exam at test centers throughout the US and worldwide, as well as by Live Remote Online Proctoring.

## **SECTION I: ADMINISTRATIVE POLICIES AND RULES FOR EXAMINATION**

### **Services for Individuals with Disabilities**

The NRPA complies with the Americans with Disabilities Act by ensuring that no individual with a disability is deprived of the opportunity to take an examination solely by reason of disability. All registration materials must include a statement regarding special accommodations.

A candidate who has a disability may request a special accommodation; the request must be submitted in writing at the time of exam registration. Please contact PSI to make this request. In order to properly accommodate all persons with disabilities it is recommended that all requests be made 45 days prior to the exam.

### **Services for English as a Second Language Candidates**

Time extension - If a candidate's primary language is not English and they want to request a time extension to take the Certified Playground Safety Inspector (CPSI) exam, they must submit the *ESL Request Form* available at [www.nrpa.org](http://www.nrpa.org) which includes additional fee information and requires the signature of a supervisor, professor, or the employee's human resources representative. The ESL Form must be submitted to NRPA at least two weeks prior to the examination. Once the request form and fees have been submitted the testing company will add 90 minutes to the time allowed for the exam.

Translation Dictionary – If a candidate's primary language is not English and they want to provide and use a strict translation dictionary (word to word and in book form only, no electronic dictionaries allowed), they must submit an *ESL Request Form* available at [www.nrpa.org](http://www.nrpa.org) to NRPA at the time of application. Unless a time extension is also requested the candidate will be required to complete the exam within the standard 2 hours. If the request is approved, the applicant will receive a confirmation email from NRPA and the testing company will recognize the request when scheduling the exam. The dictionary will be inspected prior to and after the examination ensure exam security.

### **Inclement Weather or Emergency**

In the event of inclement weather, other acts of God or unforeseen emergencies on the day of an examination, NRPA and PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling of an examination. The examination will usually not be rescheduled if the test center personnel are able to open the Test Center.

Candidates may visit PSI's website at [www.goAMP.com](http://www.goAMP.com) to determine if the location will open during inclement weather or an emergency. Every attempt is made to administer examinations as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will be contacted regarding a rescheduled examination date or reapplication procedures.

### **Age and Education Requirement**

Candidates sitting for the CPSI Certification examination must be 18 or older and have a high school diploma or equivalent. Your legal identification will be verified upon entry into the examination site.

### **Rescheduling of Examination**

A candidate may reschedule ONE appointment for examination at no charge by calling PSI at least **two** business days prior to the scheduled testing session (i.e. if your exam is scheduled for Monday then you must contact PSI by 3:00PM Central on the previous Wednesday). If you wish to reschedule your examination you **must** do so by contacting PSI directly at 1-833-333-4755. A candidate who wishes to reschedule an examination but fails to contact PSI at least two business days prior to the scheduled testing session forfeits the application and all fees paid to take the examination. The candidate will need to fill out a new application and reapply to sit for the exam.

**\*You must schedule a test date by the date on the e-mail and/or letter or you will forfeit your payment.**

No-shows/ Failing the examination - Candidates who fail to appear for a examination or fail the examination are not entitled to a refund, nor will the fees be applied to the next exam administration. The candidate will need to fill out a new application and reapply to sit for the exam.

### **Exam Extension**

It is NRPA's policy to grant a 30 day exam period extension for the CPSI Computer Based Test, or Remote Online Proctored Exam, in the event that the candidate submits the exam extension application and fee to NRPA prior to their current exam expiration date. For an extension to be granted, individual must either not have a currently scheduled testing session or have the ability to reschedule their current testing session. Only one extension per exam will be permitted.

If a serious health condition or extreme personal emergency has prevented a candidate from sitting for the examination, a request for an extension with a fee waiver may be submitted, along with official documentation regarding the circumstance and a date for the individual's return to full duty. Exam extension applications and fee waiver requests are available on the NRPA website. Extension requests, along with all documentation, will be considered if submitted prior to the current exam expiration date. If an extension is granted, an email will be sent to the individual stating their new exam expiration date.

### **Copyrighted Examination Questions**

All examination questions are copyrighted property of The NRPA. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

### **Release of Information**

The NRPA is committed to protecting the confidentiality of candidate records and have adopted policies to ensure their privacy. NRPA does not release candidates' examination scores to third parties absent special, compelling circumstances. Successful candidates are added to the NRPA CPSI registry, available at [www.nrpa.org](http://www.nrpa.org), within 6-8 weeks of examination.

### **Following the Examination and Scoring of Results**

Your results will be provided on screen and an official score report will be sent to your email address as a PDF after the examination session ends. The passing score for the examination reflects the amount of knowledge that a committee of experts has determined to be appropriate for certification. A criterion-referenced standard setting procedure and expert judgment was used to evaluate each item on the examination in order to identify the passing point.

### **Appeals**

Applicants desiring to appeal their examination results may write a letter of appeal to the CPSI Certification Committee c/o NRPA. In the letter, candidates should state reasons why they do not agree with the examination outcome. Written appeals must be received within sixty (60) days of the examination date for the appeal to be considered. Appeals will be reviewed at the quarterly CPSI Certification Committee meeting and letters will be sent to all appealing professionals following decision of the committee.

### **Re-Examination**

Candidates that were unsuccessful in passing the CPSI exam may apply to retake the exam either as a computer based testing (CBT) at a local testing facility or Live Remote Online Proctoring. Candidates will need to go through the same procedures as outlined above for the administration of the examination.

### **Scores Cancelled**

NRPA's testing agency is obligated to report scores that accurately reflect the performance of each candidate. For this reason, the testing agency maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others due to testing irregularities or misconduct. The testing agency will routinely review irregularities and test scores suspected of unusual or non-standard circumstances and report such to NRPA.

NRPA reserves the right to withhold or cancel test scores if, in its sole opinion, there is reason to question their validity. Scores considered for cancellation by NRPA may be grouped into two categories:

1. **Suspected candidate misconduct.** In such cases, NRPA may initially withhold test scores and notify the candidates that they have the opportunity to provide additional information as requested by NRPA. NRPA may also undertake a confidential review if the circumstances giving rise to the questionable score validity. If it is determined that there is sufficient cause to question score validity, NRPA may cancel the score(s) and inform the involved parties.

2. **Irregularities.** Scores may be withheld and/or cancelled because of circumstances beyond candidate's control, such as defective test materials or mistiming. In such cases, candidates will be informed and offered an opportunity to retake the examination if NRPA determines that scores must be cancelled.

In addition to the reasons listed above, NRPA may withhold or cancel examination results if, upon investigation, violation of NRPA policies outlined in this publication has been committed.

### **Your status as a Certified Playground Safety Inspector**

If you pass the CPSI Examination you will be awarded the CPSI designation as a Certified Playground Safety Inspector. Your certification is valid for three (3) years beginning the day you pass the examination and ending the first day of the month following examination date, three years later. CPSIs are required to maintain current knowledge of the standards/guidelines described in the CPSI examination references. NRPA will provide information about maintenance of certification with your certificate. To facilitate communications Certified Playground Safety Inspectors are required to advise NRPA of address, phone and email changes.

### **Recertification**

Renewal of the CPSI Certification is to ensure that professionals are knowledgeable of the current best practices in the field of playground safety. Individuals wishing to renew their CPSI certification must successfully complete the CPSI examination prior to their expiration date.

Expiring CPSI's will receive a renewal reminder prior to their expiration date. It is an individual's responsibility to keep NRPA updated with current contact information.

### **Certification Extension Policy**

It is NRPA's policy to grant additional time (commensurate with deployment/active duty time) to active duty military, reservists, civilian employees recalled to active duty and civilian employees deployed into war/hostile fire zone, or any equivalent area designated by the armed forces, for renewal of their certification. It is the responsibility of the individual to request an extension and to provide official documentation regarding the circumstance. Extension requests, along with all documentation, should be provided to NRPA within 30 days before certification deadline.

If a serious health condition or extreme personal emergency has prevented an individual from completing all recertification requirements, a request for extension may be submitted along with a letter from the treating physician confirming return to full duty. Extension requests, along with all documentation, should be provided to NRPA within 30 days before certification deadline.

If an extension is granted, a letter will be sent to the individual stating their new certification deadline as up to one year from the present deadline.

### **Statement of Non-Discrimination**

The National Recreation and Parks Association, National Certification Board and the testing company shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

## SECTION II: Testing at a PSI Test Center

### Scheduling your examination

The CPSI Examination is delivered at approximately 300 PSI Test Centers geographically located throughout the United States. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at [www.goAMP.com](http://www.goAMP.com) by selecting “Candidates.” The examinations are administered by appointment only, Monday through Saturday. Appointment starting times may vary by location.

**Online Scheduling:** Go to [www.goAMP.com](http://www.goAMP.com) and select “Candidates” from the home page.

1. Select a category – choose “Other” from the pull down menu.
2. Select a program – choose “National Recreation and Park Association” from the pull down menu.
3. Select an examination – choose the examination listed from the pull down menu.
4. Click the “Register for this Exam” option. Enter your User name and Password to Log In if returning to this site.
5. First time users of PSI’s online scheduling must select “New User.”
6. Enter the information requested to create an account. When finished, select the “Continue” button to proceed.
7. If account creation is successful, a page requesting you to confirm/enter your contact information will appear. Enter the required information. When finished, select the “Next” button to proceed.
8. Select three security questions and provide answers which can be used to verify your identity when retrieving a username or password. Click the “Submit” button to proceed to the scheduling page where you first will choose the exam delivery mode. Select Test Center and “Continue.”
9. Enter the “City or Postal Code” and select “Preferred Month” to take the Exam. Then select “Search Exam Center”.

Find Test Location

[I have a Test Center Code](#)

Country  
United States of America

Enter City / Postal Code  
Fourth and Madison Buildir

Preferred Month  
September 2019

Search Exam Center

10. Click on the preferred test site.

1. SEATTLE (BELLEVUE)	4122 Factoria Blvd. S.E Suite 303 Newport Place Bellevue WA US 98006	8.69 miles
2. FEDERAL WAY (SEATTLE)	500 SOUTH 336TH STREET STE 220 FEDERAL WAY WA US 98003	20.64 miles
3. EVERETT	1010 SE EVERETT MALL WAY STE 208 EVERETT WA US 98208	21.08 miles

11. Then click on the date and time to make an appointment to take the exam and confirm your selection.

1. SEATTLE (BELLEVUE)  
4122 Factoria Blvd. S.E Suite 303 Newport Place Bellevue WA US 8.69 miles 18 September 2019  
98006

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Available Start Time(s) for 01 October 2019

09:00 AM 01:30 PM

You are now scheduled and will receive an email confirmation. Select the “My Home” link to view the exact reporting instructions for your examination.

**EXAMINATION DAY - Please read the following information carefully so that you are fully prepared on the Examination Day**

**Test Center**

Report to the Test Center no later than your scheduled testing time. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED

No personal items, valuables or weapons should be brought to Test Center. Only wallets and keys are permitted.

Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note watches, hats, wallets, and keys will not be allowed in the testing room except securely locked in the soft locker.

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings. If any personal items are observed or heard (e.g., cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No guests, visitors or family members are allowed in the testing room or reception areas.

**Identification**

To gain admission to the Test Center, a candidate needs to present two forms of identification, one with a current photograph. Information provided to NRPA on the certification application must match the candidate’s name on the identification. Both forms of identification must be current and include the candidate’s current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver’s license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student

ID cards, and any type of temporary identification are not acceptable. The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature). **YOU MUST HAVE PROPER IDENTIFICATION (THAT MATCHES THE INFORMATION PROVIDED TO NRPA) TO GAIN ADMISSION TO THE TEST CENTER.**

### **Testing by Computer-based Examination at a Test Center**

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photograph, taken before beginning the examination, will remain on screen throughout your examination session. This photograph will also print on your score report. Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score.

When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination. Two (2) hours are allotted to complete the examination. Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right of the screen. Choices of answers to the examination question are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question(s), click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button.

To identify all unanswered and/or bookmarked questions, click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, you may return to the examination and answer those questions. Be sure to provide an answer for each examination question before exiting the examination. There is no penalty for guessing.

### **Examination Restrictions**

- Pencils will be provided during check-in.
- Candidates will be provided with one piece of scratch paper at a time to use during the examination; you must return the scratch paper to the proctor at the completion of testing or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination. Eating, drinking or smoking is not permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.
- During the examination, comments may be provided for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

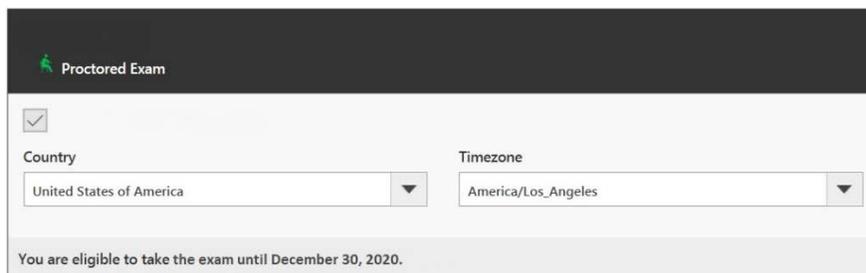
## SECTION III: Testing by Live Remote Online Proctoring

### Scheduling your examination

The CPSI Examination is delivered by Live Remote Online Proctoring to a candidate using their own computer from their home. The candidate must have a computer with a web camera that can be moved to display the entire room, a microphone, and internet connection to download the PSI secure browser. A compatibility check of the computer's audio/video, webcam and system is required prior to scheduling.

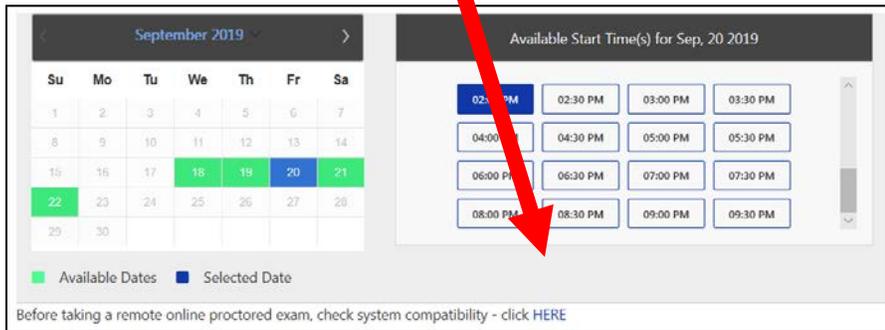
**Online Scheduling:** Go to [www.goAMP.com](http://www.goAMP.com) and select “Candidates” from the home page.

1. Select a category – choose “Other” from the pull down menu.
2. Select a program – choose “National Recreation and Park Association” from the pull down menu.
3. Select an examination – choose the examination listed from the pull down menu.
4. Click the “Register for this Exam” option. Enter your User name and Password to Log In if returning to this site.
5. First time users of PSI’s online scheduling must select “New User.”
6. Enter the information requested to create an account. When finished, select the “Continue” button to proceed.
7. If account creation is successful, a page requesting you to confirm/enter your contact information will appear. Enter the required information. When finished, select the “Next” button to proceed.
8. Select three security questions and provide answers which can be used to verify your identity when retrieving a username or password. Click the “Submit” button to proceed to the scheduling page where you first will choose the exam delivery mode. Select Remote Online Proctored Exam and “Continue.”
9. Select your Country and Time Zone.



The screenshot shows a web interface for scheduling a proctored exam. At the top, there is a dark header with a green leaf icon and the text "Proctored Exam". Below the header, there is a checkbox that is checked. Underneath the checkbox, there are two dropdown menus. The first dropdown menu is labeled "Country" and has "United States of America" selected. The second dropdown menu is labeled "Timezone" and has "America/Los\_Angeles" selected. At the bottom of the form, there is a grey bar with the text "You are eligible to take the exam until December 30, 2020."

10. Select the date and time you will be taking the exam. **DO NOT HIT CONTINUE. YOU MUST FIRST CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. You must use **Google Chrome Browser**. Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam at <https://home.psiexams.com/static/#/bcheck>.



You are now scheduled and will receive an email confirmation.

### Live Remote Online Proctoring

Examinations are delivered by Live Remote Online Proctoring to a candidate using their own computer from their home. The candidate must have a computer with a web camera that can be moved to display the entire room, a microphone, and internet connection to download the PSI secure browser. A compatibility check of the computer's audio/video, webcam and system is required prior to scheduling.

### Testing by Live Remote Online Proctoring

Candidates may log in to their account up to 30 minutes prior to the scheduled start time, but will not be connected with a proctor until their exam time. By not starting your exam within 15 minutes after your scheduled appointment time, you forfeit your examination scheduling fee or exam eligibility. Fees and exam eligibilities are non-refundable.

👤
Online Exam

- Scheduled for Test
Eligibility End Date: Sep 17, 2020

EXAM DATE: <b>Sep 30, 2019</b>	START TIME: <b>11:00 AM</b> TIME ZONE: <b>America/Chicago</b>	EXAM DURATION: <b>minutes</b>	Before taking a remote online proctored exam, check system compatibility - click <a href="#">HERE</a>	<div style="border: 1px solid #ccc; background-color: #f5f5f5; padding: 5px; width: 100%; margin-bottom: 5px;">Launch Exam</div> <div style="border: 1px solid #ccc; background-color: #f5f5f5; padding: 5px; width: 100%;">View Details</div>
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If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by clicking here. <http://clientportal.softwaresecure.com/support/>

### Remote Online Proctoring Experience Video

A video overview of the live remote online proctoring testing process and what to expect on your test day can be viewed at <https://www.youtube.com/watch?v=FvqONzwF2nM>.

## **Identification**

Proper identification that matches the information provided to NRPA must be presented to the remote online proctor. All candidates must present two (2) forms of identification, one of which must be a valid (current) form of government-issued identification that includes your name, signature and photograph. Acceptable forms include a current driver's license with photograph, a current state identification card with photograph, a current passport or passport card, Green card, Alien registration, Permanent resident card or National identification card. A military identification card is not acceptable for remote online proctored exams. Employment ID cards, student ID cards, and any type of temporary identification are not acceptable.

The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature).

Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

## **Online Exam Security**

- You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose. This behavior will result in the disqualification of examination results, will be reported to your Licensing Authority/Sponsor and may lead to legal action.
- With the exception of your testing machine, electronic devices and recording devices of any kind (including but not limited to cell phones, landline phones, pagers, cameras, headphones or earbuds) are NOT permitted during the remote online proctored exam.
- You will be asked to scan the room from which you are testing in prior to launching your exam. The area must be well lit. If there are notes, drinks, a box of tissues or any such items on your desk, you will be asked to remove them prior to releasing the exam.
- Only the candidate should be allowed in the room where they are taking the examination, immediately before, during or after the examination. The candidate must not communicate with, or willingly receive communication from any person during the exam other than a proctor.
- Proctors for online testing will communicate with candidates on-screen via chat during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings.

## **Examination Restrictions**

- No questions concerning the content of the examination may be asked during the examination.
- You may use pencil and one piece of scratch paper. You must show both the front and back of the paper to the camera before beginning the exam. The scratch paper must be torn up in front of the camera after the exam is completed.
- Use of a calculator is not permitted.
- No breaks are allowed. You may not exit the camera view during the examination.
- No food or drink is allowed.

## **Following the Examination**

Your results will be provided on screen and an official score report will be sent to your email address as a PDF after the examination session ends.

## SECTION IV: STUDY GUIDE

### General Examination Preparation

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about yourself and your individual learning needs when you are deciding how best to proceed with your study.

### Study Advice

Determine how you study best. Some students seem to learn faster by hearing the information, while others need to see it written or illustrated, and still others prefer to discuss material with colleagues. A combination of these alternatives can often produce the most effective study pattern. If you had success in lecture courses with little outside review, it may be that you need to hear information for best retention. If you find that you prefer to read material, then you might consider jotting down important facts on a 3x5 card. You can refresh your memory by periodically reviewing these cards. This technique is especially effective if you write the material thoughtfully and concisely, allowing you to digest the material through both reading and writing. You may wish to organize a study group or find a study partner. Once you decide on the method most effective and comfortable for you, focus on that preference and use the other techniques to complement it.

Plan your study schedule well in advance. Use learning techniques, such as reading or audio-visual aids. Be sure you find a quiet place to study where you will not be interrupted.

### Test-Taking Advice

The advice offered here is presented primarily to familiarize you with the test directions.

- 1. Read all instructions carefully.**
- 2. The actual examination will be timed.**
- 3. For best results pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score.**
- 4. Be sure to record an answer for each question, even those of which you are uncertain. You can answer questions and mark them for review if time allows. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.**

## Exam Content Outline

<b>Certified Playground Safety Inspector Content Outline</b>	
<b>1. DESIGN AND INSTALLATION</b>	<b>15 questions</b>
A. Evaluate site for potential installation	
B. Specify layout of play environment	
C. Select equipment based on age appropriateness, child development, accessibility, durability, community input, etc.	
D. Select surfacing materials based on age appropriateness, child development, accessibility, durability, community input, etc.	
E. Evaluate minimum accessibility safety requirements of the play environment	
F. Ensure that installation of equipment is in compliance with current ASTM Standard and CPSC guidelines	
G. Ensure that installation of equipment meets manufacturer's recommendations	
H. Ensure that installation of surfacing materials is in compliance with current ASTM standards and CPSC guidelines (field test or laboratory test)	
<b>2. AUDIT AND INSPECTION</b>	<b>59 questions</b>
A. Inventory equipment	
B. Inventory installation documentation, maintenance instructions, and compliance documentation	
C. Identify equipment not recommended for playgrounds	
D. Verify play environment (shade, drainage, use zones, etc.) is compliant with requirements	
E. Use inspection tools and gauges to identify conditions compliant and non-compliant with current ASTM standards and CPSC guidelines	
F. Verify compliance with equipment performance requirements	
G. Identify hazards such as: entanglement, sharp edges/points, impalement (protrusions), overhead obstructions, head entrapment, suspended components, neck entrapment, falls, crush and shear	
H. Determine fall heights of equipment	
I. Verify compliance of surfacing materials (compliance documentation, field test or laboratory test)	
J. Verify compliance with accessible route standards	
K. Verify that use zones meet current ASTM standards and CPSC guidelines	
L. Establish schedule of inspections (high-frequency, low frequency)	
M. Identify differences in content for high-frequency and low frequency inspections	
N. Create inspection forms	
O. Document hazards and non-compliant situations with citation of relevancy	
P. Apply professional judgment in accordance with current ASTM standards and CPSC guidelines to evaluate equipment not listed	
Q. Assess conditions for potential hazards	
R. Prioritize hazards and non-compliant situations	
S. Make recommendations regarding corrective action	
<b>3. MAINTENANCE</b>	<b>11 questions</b>
A. Maintain loose-fill surfacing for accessibility	
B. Maintain loose-fill surfacing for impact attenuation compliant with ASTM standards and CPSC guidelines	
C. Recommend corrective actions to bring conditions into compliance with ASTM standards and CPSC guidelines	
D. Recommend that corrective actions are performed in accordance with manufacturer's recommendations	
E. Develop a preventative maintenance program	
F. Follow a preventative maintenance program	
G. Take equipment out of service	
<b>4. RISK MANAGEMENT/DOCUMENTATION/REPORTING</b>	<b>10 questions</b>
A. Develop an operating procedure for documentation and record keeping	
B. Implement an operating procedure for documentation and record keeping	
C. Maintain site history files	
D. Maintain inspection records	
E. Maintain repair and maintenance records	
F. Remain current with industry trends and recalls	
G. Train staff on principles of playground safety	
H. Follow the CPSI Code of Professional Conduct	
<b>TEST DEVELOPMENT</b>	<b>5 questions</b>
A. Beta test questions included that are not calculated into the final score.	

## Reference materials

- **The Consumer Product Safety Commission Handbook for Public Playground Safety** ( *The CPSC Handbook is available for download at no charge from their website, <http://www.cpsc.gov/cpscpub/pubs/325.pdf>*  )  
Read every page of this document. Do not try to memorize Tables One and Two. Concentrate on understanding the meaning of the tables. Pay special attention to the sections relating to surfacing materials, use zones, equipment not recommended for public playgrounds, equipment not recommended for pre-school age children, specific recommendations for types of equipment, and recommendations for guardrails and barriers.
- **The ASTM F1487-17 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use** ( *The ASTM standard is available to download, however there is a fee, [www.astm.org](http://www.astm.org)*  )  
Read every page of this document. Again, it is not necessary to memorize the tables. You must be very familiar with this document. The audit is based on the ASTM Standard. Much of the exam is based on this document.
- **ASTM F2223-15 Standard Guide for ASTM Standards on Playground Surfacing** ( *The ASTM standard is available to download, however there is a fee, [www.astm.org](http://www.astm.org)*  )
- **Playground Safety Is No Accident** ( *This book can be purchased at the NRPA store* )

The following Table of Dimensions is included in the exam booklet.

<b>TABLE OF DIMENSIONS USED IN ASTM F1487 EXAM VERSION (REV 5/29/13)</b>			
<b>ITEM</b>	<b>ENG.</b>	<b>MET.</b>	<b>REF.</b>
Suspended Members / Swing Seats - minimum radius	0.25 in	6.4 mm	6.2.3
Steps and Rungs - spacing tolerance ±	0.25 in	6.4 mm	7.2.1
Accessible Route - maximum vertical rise without 45° taper	0.25 in	6.4 mm	ADA
Wheelchair-Accessible Platforms - maximum opening	0.50 in	13 mm	ADA
Accessible Route - maximum vertical rise with 1/4" 45° taper	0.50 in	13 mm	ADA
Ramp and Barrier without Curb - maximum space allowed	1.00 in	25.4 mm	7.5.5.6
Non-Rigid Component Suspended Between Two Play Units or Between Play Unit and Ground Within 45° of Horizontal - minimum diameter	1.00 in	25.4 mm	6.6
Partially-Bounded Opening Probe - neck width	1.875 in	47.6 mm	6.1.4.2
Sliding Pole - maximum diameter	1.9 in	48 mm	8.4.4
Designated Playing Surface - minimum width and length < 30° from horizontal	2.0 in	51 mm	3.1.10
Wheelchair Accessible Ramps Where Guardrails or Barriers Not Extending within 1" of Ramp Surface; <b>or</b> ramps with Two Rails and No Barrier; <b>or</b> Ramps with Barrier Beyond Ramp Edge - minimum curb height	2.0 in	51 mm	7.5.5.6
Partially-Bounded Opening Probe - neck length	3.0 in	76 mm	6.1.4.2
Seesaw and Spring Rocker Handgrip Intended to be Gripped by 1 Hand - minimum length	3.0 in	76 mm	8.10.4.1 8.11.2
Spring Rocker Footrests - minimum length	3.5 in	89 mm	8.11.3
Large Projection Gauge - outside diameter	3.5 in	89 mm	6.4.3
Slide Sidewall - minimum height	4.0 in	102 mm	8.5.4.4
Suspended Rope, Cable, or Chain - minimum inside perimeter	5.0 in	127 mm	6.6.1
Seesaw and Spring Rocker Handgrip Intended to be Gripped by 2 Hands - minimum length	6.0 in	152 mm	8.10.4.1 8.11.2
Partially-Bounded Opening Probe (A) - width	6.1 in	155 mm	6.1.4.6
Torso Probe - width	6.2 in	157 mm	Fig A1.2
Slides > 48" High - minimum exit height	7.0 in	178 mm	8.5.5.3
Rope, Cable, or Chain Attached at One End - maximum length	7.0 in	178 mm	6.6.2.3
Horizontal Ladder Accessed by Rung - minimum horizontal clearance to first rung	8.0 in	200 mm	8.3.2
Partially-Bounded Opening Probe (B) - shoulder width	8.5 in	216 mm	6.1.4.2
Rotating Equipment > 20" Diameter - minimum clearance between platform and surface	9.0 in	229 mm	8.8.4.2
Horizontal Ladder Rungs for Children ≥ 4 yrs - minimum space	9.0 in	229 mm	CPSC 5.3.2.4
Horizontal Ladder Accessed by Rung - maximum horizontal clearance to first rung	10 in	250 mm	8.3.2
Slides < 48" High - maximum exit height	11 in	280 mm	8.5.5.3
Slide Exit Region - minimum length	11 in	280 mm	8.5.5.1
Accessible Transition Platform - minimum height	11 in	280 mm	ADA
Balance Beam for Children 2-5 - maximum height	12 in	300 mm	8.1.1
Slides for Children 2-5 - minimum slide chute width	12 in	300 mm	8.5.4.3
To-Fro Swing Seats - min. clearance from seat to surface	12 in	300 mm	8.6.5.1 (5)
Stepping Forms for Children 2-5 - max. distance between forms	12 in	300 mm	8.15.6
Adjacent Platforms for Children 2-5 - maximum height without an access component	12 in	300 mm	7.5.7.1
Wheelchair Ramps w/ Barriers - minimum lower handrail height	12 in	300 mm	7.5.5.5
Rotating Equipment for Children 2-5 - max. standing surface	14 in	360 mm	8.8.2
Spring Rockers - minimum seat height	14 in	360 mm	8.11.5
Slide Transition Platform - minimum depth	14 in	360 mm	8.5.2.2
Slides > 48" High - maximum exit height	15 in	380 mm	8.5.5.3
Horizontal Ladders for Children 5-12 - maximum rung spacing	15 in	380 mm	8.3.1
Moveable Hanging Rings and Rungs - maximum distance between pivot point and bottom of handgrip device	15 in	380 mm	8.3.5
Wheelchair Ramps w/ Barriers - maximum upper handrail height	16 in	410 mm	7.5.5.5
Balance Beam for Children 5-12 - maximum height	16 in	410 mm	8.1.1
Slides for Children 5-12 - minimum slide chute width	16 in	410 mm	8.5.4.3
Upper Body Equipment for Children 2-5 - maximum landing structure height	18 in	460 mm	8.3.4

ITEM	ENG.	MET.	REF.
3-D Net Climber for Children 2-5 - maximum clear vertical path diameter	18 in	460 mm	8.2.5.3
Sliding Pole - minimum distance from structure	18 in	460 mm	8.4.1
Rotating Equipment for Children 5-12 - max. standing surface	18 in	460 mm	8.8.2
Log Roll - maximum roller height	18 in	460 mm	8.12.3
Accessible Transition Platform - maximum height	18 in	460 mm	ADA
Adjacent Platforms for Children 5-12 - maximum height without an access component	18 in	460 mm	7.5.7.1
3-D Net Climber for Children 5-12 - maximum clear vertical path diameter	20 in	508 mm	8.2.5.3
Sliding Pole - maximum distance from structure	20 in	508 mm	8.4.1
To-Fro Swing Hangers - minimum splay distance	20 in	508 mm	8.6.5.1 (4)
Slide Non-Entanglement / Clearance Zone - min. side clearance	21 in	530 mm	Fig A1.27
Handrail - minimum height	22 in	560 mm	7.2.6.5
Tube Slides - minimum interior diameter	23 in	580 mm	8.5.4.7
Fully-Enclosed Bucket Swing Seat - minimum clearance from seat to surface	24 in	610 mm	8.6.5.1 (5)
To-Fro Swings - minimum horizontal clearance between adjacent swing chains, measured 60" above surface	24"	610 mm	8.6.5.1 (2)
Wheelchair Ramp - maximum length for width reduction (32-36")	24 in	610 mm	7.5.3
Wheelchair Ramp w/ Barriers - minimum upper handrail height	26 in	660 mm	7.5.5.5
Wheelchair Ramp w/ Barriers - maximum upper handrail height	28 in	710 mm	7.5.5.5
Spring Rockers - maximum seat height	28 in	710 mm	8.11.5
Wheelchair Parking Space - minimum width	30 in	760 mm	Fig A1.46
To-Fro Swings - minimum horizontal clearance between support structure and swing chain, measured 60" above surface	30 in	760 mm	8.6.5.1 (3)
Slide Exit Region - minimum radius of curvature	30 in	760 mm	8.5.5.4
Rotating Swing - minimum clearance zone (Y = vertical distance between pivot point and top of swing seat)	Y + 30"		9.4.2.4
Wheelchair Ramp - minimum width reduction (24" max. length)	32 in	810 mm	7.5.3
Track Ride Elevated Landing Structure - minimum width	32 in	810 mm	8.13.3
Upper Body Equipment for Children 5-12 - maximum landing structure height	36 in	910 mm	8.3.4
Track Ride Elevated Landing Structure - minimum length	36 in	910 mm	8.13.3
Wheelchair Ramp Landings - minimum circulation width	36 in	910 mm	7.2.5
Wheelchair Ramps - minimum clear width	36 in	910 mm	7.5.3
Handrails - maximum height	38 in	970 mm	7.2.6.5
Wheelchair Parking Space - minimum length	48 in	1220 mm	Fig A1.46
Parallel Track Rides - minimum clearance center to center	48 in	1220 mm	8.13.6
Wheelchair-Accessible Overhead Equipment - maximum height	54 in	1370 mm	8.3.3
Wheelchair-Accessible Landings - minimum clear space	60 in	1524 mm	Fig A1.46
Fulcrum Seesaws - maximum seat height	60 in	1524 mm	8.10.6
Sliding Pole - minimum height above access structure	60 in	1524 mm	8.4.3
Upper Body Equipment for Children 2-5 - maximum height	60 in	1524 mm	8.3.3
Non-Spiral Slides - clear height above bedway	60 in	1524 mm	8.5.6.1
Track Ride Hand gripping Component - minimum height	64 in	1630 mm	8.13.2
3-D Climbing Net - maximum vertical clearance between rungs	72 in	1830 mm	8.2.5.2
3-D Climbing Net > 72" - minimum fall height	72 in	1830 mm	8.2.5.2
Track Ride Hand gripping Components - maximum height	78 in	1980 mm	8.13.2
Upper Body Equipment for Children 5-12 - maximum height	84 in	2130 mm	8.3.3
Overhead Obstruction - clearance above designated play surface	84 in	2130 mm	9.8.4.1
Non-Rigid Component Suspended Between Two Play Units or Between Play Unit and Ground Within 45° of Horizontal - minimum height	84 in	2130 mm	6.6
Wheelchair Ramp - maximum length per run	144 in	3660 mm	7.2.4

## **SECTION V: CERTIFIED PLAYGROUND SAFETY INSPECTOR – CODE OF PROFESSIONAL CONDUCT**

This code sets forth the standards of professional conduct to be observed by CPSIs upon confirmation by the NCB as they act in the capacity of that certification. Individuals shall, in their professional activities, sustain and advance the integrity, honor and veracity of their certification by:

- holding the safety of playground users paramount in all professional services;
- utilizing the most current standards of care (as delineated by the American Society for Testing and Materials Standards on Consumer Safety Performance Specification for Public Use, Playground surfacing, and Standard Consumer Safety Performance Specifications for Public Use Play Equipment for Children 6 months through 23 months, as well as the US Consumer Product Safety Commissions Public Playground Safety Handbook);
- maintaining currency and competency in playground safety inspection procedures including use of testing tools and knowledge of current safety criteria;
- identifying and documenting all situations which are in non-compliance with the standards of care along with the citation of the specific reference portion of the criterion document, using a standard playground safety inspection process;
- prioritizing all identified non-compliances according to a standard norm of foreseeable consequences;
- advising employers or clients of seriously dangerous conditions in the most prompt manner as well as part of a written report, omitting no adverse findings from the official documentation of the safety inspection;
- never conducting a safety audit or inspection without the knowledge and consent of the playground owner;
- never contradicting the findings of another CPSI without first consulting directly with the first Inspector regarding the basis for these findings;
- never conducting a safety audit of a playground with the intent to discredit an owner or manufacturer or to promote sale of other equipment or products;
- never providing findings of an inspection to anyone other than the playground owner unless authorized by the owner to do so; and
- perform our duties as a CPSI in compliance with all federal, state and local laws in accordance with the highest standards; and avoid any involvement in illegal, fraudulent, unethical or improper conduct.

Individuals failing to practice these professional standards shall be subject to loss of professional certification upon a negative finding by a review process and enforcement procedures established by the Executive Committee of the Certified Playground Safety Inspector Certification Committee.