

C.A.T. APPLICATION FORM DATE OF APPLICATION: _____

STEP I Please Mr. Mrs. Ms.

FIRST NAME _____ LAST NAME _____

POSITION _____ EMPLOYER _____

ADDRESS Home or Business TOWN/CITY PROV/STATE POSTAL/ZIP CODE

AREA CODE TELEPHONE FAX E-MAIL

STEP II Please indicate when and where you successfully completed the following components of the Certified Aquatic Technician Professional Designation.

AQUATIC FACILITY OPERATIONS–LEVEL I

LOCATION _____ MONTH/YEAR _____

ADVANCED AQUATIC FACILITY OPERATIONS–LEVEL II

LOCATION _____ MONTH/YEAR _____

STEP III Complete the Certificate of Practical experience section and mail this application form to the O.R.F.A. office to receive a: ***Certified Aquatic Technician Certificate*** and a ***Certified Aquatic Technician Bronze Engraved Plaque***

CERTIFICATE OF PRACTICAL EXPERIENCE

I, _____ in my capacity as
AUTHORIZED EMPLOYER REPRESENTATIVE FULL NAME

_____ hereby certify that
EMPLOYER REPRESENTATIVE TITLE

_____ has worked under my supervision for a
APPLICANT NAME

period of _____ months and during that time, has accumulated _____ months of practical experience in aquatic facility operations. Only applicant's who verify practical experience greater than or equal to 36 months and hold a grade 12 graduation diploma will be granted the C.A.T. designation.

EMPLOYER REPRESENTATIVE SIGNATURE _____

APPLICANT SIGNATURE _____

ONTARIO RECREATION FACILITIES ASSOCIATION INC.
1185 EGLINTON AVE., E., STE. 402, NORTH YORK, ONTARIO, CANADA M3C 3C6
T.416.426.7062 F.416.426.7385 info@orfa.com www.orfa.com



CERTIFIED AQUATIC TECHNICIAN PROFESSIONAL DESIGNATION





The O.R.F.A. Certified Aquatic Technician (C.A.T.) professional designation will be granted to an individual who has completed the required operational experience and successfully passed both the Aquatic Facility Operations - Level I and the Advanced Aquatic Facility Operations - Level II courses.

■ AQUATIC FACILITY OPERATIONS - LEVEL I

Plant and facility operators of both indoor and outdoor pools, hydromassage spas and water therapy equipment will receive instruction in the theories and practices required to operate public aquatic facility water treatment systems as they impact upon the health, safety and environmental factors of users and operators.

topics include...

- Health Regulations: introduction to codes, regulations and laws, biological contamination, proper reporting methods, e-coli, pathogenic bacteria, crypto oocysts, legionella and coliforms in pool water.
- Testing: testing and logging procedures, pH, Chlorine, FAC, ORP, TAC, CC, bather loads.
- Circulation: flow rate, G & B law, top of wall, inlets, skimmers, rimflow, reverse, hydrostat, main drains and entrapment avoidance.
- Motors and Pumps: pumps, motors, intro curve, priming, pressures, gauges.
- Winterize/Summerize: how to properly open and close outdoor pools.
- Cleaning: brushing, vacuuming, scum ring, gross fouling.
- Equipment: deck equipment, proper use, safety, cleaning and logging.
- Environment: proper air quality and monitoring, water heating, proper ventilation, THM's, humidity, HVAC, dehumidification.
- Filters: various types, cleaning, slushing, backwashing
- Meters: metering pumps, solution tanks, poppet valves, SCBA, controllers, flow meters, calibration, cleaning and servicing.
- Water Balance: disinfection, water balance, testing, TDS, ozone.

■ ADVANCED AQUATIC FACILITY OPERATIONS - LEVEL II

This course will be of interest to those practitioners who intend to pursue the O.R.F.A.'s Certified Aquatics Technician (C.A.T.) designation as well as others who have completed the Aquatic Facility Operations - Level I course and have a desire to keep abreast of current trends and technology to improve their operations. The course of study will provide in more detail, the most current information and techniques in aquatics facilities operation, trouble-shooting and remedial measures, in-depth study of chlorine gas chlorination and alternatives, and general building and maintenance procedures. Recognized leaders in their chosen field of expertise will instruct each segment of the program.

topics include...

- Building and Health Codes Update: new regulations for public spas, hot tubs, wading

pools, Ontario Building Code, Public Health Regulations.

- Risk Avoidance: awareness of risk management, accident prevention, legal obligations for staff and operators, incident policy, record management.
- Audits and Trouble Shooting: common problems at indoor and outdoor public aquatic facilities.
- Filteraids: perlite, D.E., carbon, alum, coagulants, surfactants, body feed and pre-coating.
- Non-Chlorine Oxidizers: THM's, chloramines control and alternatives.
- Gas Chlorine Systems: physical and chemical characteristics, storage, handling, safety, equipment, components for public pools, common myths, injectors, self contained breathing apparatus.
- Advanced Pool Water Chemistry: ozonation, U.V., CO₂, T.D.S., C.Y.A., titration, on line monitoring and metering, equilibrium, newer test methods, copper and silver salts, strips, review of balanced water, anodes and magnets.
- Energy Systems: heaters, boilers, exchangers, de-humidifiers, ASHRAE guidelines, air handling, routine maintenance of controls, filters, lovers, etc.
- Problem Solving Seminar: group sessions and/or site visits as requested or required by participants.

The Ontario Recreation Facilities Association Inc. is a internationally recognized, not-for-profit, volunteer driven organization with over 3,500 card bearing members. Membership within the O.R.F.A. stems primarily from representatives of the following sectors: municipalities, educational institutions, government agencies, First Nations, community recreation boards, private recreation facilities and business and industry.

The Association provides a variety of services to its members including professional development activities, networking, regional information workshops, access to recreation Facilities Library, formal accreditation through a Professional Development Program, trade shows and exhibits, a job search service, publications and resource information.

The Association is managed by a volunteer Board of Directors and Professional Staff that work towards the achievement of the organization's Vision, Mission and Values and Beliefs.

C.P.T. APPLICATION FORM DATE OF APPLICATION: _____

STEP I Please Mr. Mrs. Ms.

FIRST NAME _____ LAST NAME _____

POSITION _____ EMPLOYER _____

ADDRESS Home or Business TOWN/CITY PROV/STATE POSTAL/ZIP CODE

AREA CODE TELEPHONE FAX E-MAIL

STEP II Please indicate when and where you successfully completed the following components of the Certified Parks Technician Professional Designation.

PARKS MAINTENANCE AND OPERATIONS

LOCATION _____ MONTH/YEAR _____

SPORTS TURF MANAGEMENT AND MAINTENANCE

LOCATION _____ MONTH/YEAR _____

PARKS EQUIPMENT SAFETY OPERATION

LOCATION _____ MONTH/YEAR _____

STEP III Complete the Certificate of Practical experience section and mail this application form to the O.R.F.A. office to receive a: ***Certified Parks Technician Certificate*** and a ***Certified Parks Technician Bronze Engraved Plaque***

CERTIFICATE OF PRACTICAL EXPERIENCE

I, _____ in my capacity as
AUTHORIZED EMPLOYER REPRESENTATIVE FULL NAME

_____ hereby certify that
EMPLOYER REPRESENTATIVE TITLE

_____ has worked under my supervision for a
APPLICANT NAME

period of _____ months and during that time, has accumulated _____ months of practical experience in parks maintenance & operation; sports turf management & operation ;and parks equipment safety operation.Only applicant's who verify practical experience greater than or equal to 24 months will be granted the C.P.T. designation.

EMPLOYER REPRESENTATIVE SIGNATURE _____

APPLICANT SIGNATURE _____

ONTARIO RECREATION FACILITIES ASSOCIATION INC.
1185 EGLINTON AVE., E., STE. 402, NORTH YORK, ONTARIO, CANADA M3C 3C6
T.416.426.7062 F.416.426.7385 info@orfa.com www.orfa.com



**CERTIFIED PARKS TECHNICIAN
PROFESSIONAL DESIGNATION**





The O.R.F.A. Certified Parks Technician (C.P.T.) professional designation consists of the following courses: Parks Maintenance & Operation, Sports Turf Management & Maintenance and Parks Equipment Safety Operation.

■ PARKS MAINTENANCE AND OPERATIONS

Recreation facility personnel are responsible for the maintenance and operation of multi-purpose community recreation facilities. As a result, specialized skills and knowledge are required. This course is designed to introduce recreation facility personnel to the principles and techniques of parks maintenance and operations. It will be of interest to those professionals who maintain parks as a part of their responsibilities or those who wish to develop new knowledge and skills.

Facilitators will provide practical demonstrations and park tours emphasising practical applications of the course content.

topics include...

- Parks maintenance and operation principles and techniques
- Horticultural landscaping and maintenance
- Estimating, tendering and construction of parks facilities
- Playground equipment maintenance, inspection and standards
- Site fixtures and furniture
- Sports facility and sports field maintenance and operation
- Turf maintenance and techniques
- The safe use and operation of equipment
- Current issues and trends

■ SPORTS TURF MANAGEMENT AND MAINTENANCE

This course is designed to introduce the principles and techniques of sport turf management and maintenance. It will be of interest to those professionals who currently manage or maintain sports turf, other turf areas, and/or for those who wish to develop new knowledge and skills in this field.

topics include...

- Turf species and their use
- An overview of the identification, monitor and control of diseases, insects, weeds
- Integrated pest management programs to monitor infestations of diseases, insects and weeds, to identify thresholds; to reduce pesticide use; and to utilize biological and cultural methods to control/reduce infestations
- Soils as a medium for growth and fertility and the basis for resolving problems
- Water management including sub-surface and surface drainage systems, irrigation practices and systems and the efficient use of water & weather information for managing

improvements

- Sports field construction including proper design, layout and orientation, renovation/restoration methods are outlined for poorly performing fields.

A copy of the new Sports Turf Association manual Understanding Turf Management will be available for each participant.

Tours of the Guelph Turf Grass Institute, the University of Guelph grounds, and City of Guelph sports fields will take place to give the participants an opportunity to experience management and maintenance techniques first hand.

■ PARKS EQUIPMENT SAFETY OPERATION

With the knowledge gained from Park Maintenance Operation and Sports Turf Management and Maintenance courses the participants will learn the tools, skills and safe operations of various hand tools, to larger grass cutting and Turf Care Equipment. Taking the Participant through a combination of in class and on hands field work allows for General Interaction with equipment and hands on experience. Geared for practitioners who have some experience, it will provide a setting that will improve the working confidence of the participant. Participants must come prepared with proper protective equipment including rain gear should poor weather prevail.

topics include...

- Fuel safety handling
- Small tools safety, chainsaw operations, chipper, stumper (chainsaw certification)
- I.P.M. (Spraying) paint, chemicals
- Fleet and Maintenance Management, licences, log books, weight etc.
- Hands on equipment grass mowers, spreaders, fertilizers, etc.
- Safety, incident reports, sun exposure, P.P.E. communications, needles, garbage, bee stings, poison ivy

The Ontario Recreation Facilities Association Inc. is a internationally recognized, not-for-profit, volunteer driven organization with over 3,500 card bearing members. Membership within the O.R.F.A. stems primarily from representatives of the following sectors: municipalities, educational institutions, government agencies, First Nations, community recreation boards, private recreation facilities and business and industry.

The Association provides a variety of services to its members including professional development activities, networking, regional information workshops, access to recreation Facilities Library, formal accreditation through a Professional Development Program, trade shows and exhibits, a job search service, publications and resource information.

The Association is managed by a volunteer Board of Directors and Professional Staff that work towards the achievement of the organization's Vision, Mission and Values and Beliefs.

C.I.T. APPLICATION FORM DATE OF APPLICATION: _____

STEP I Please Mr. Mrs. Ms.

FIRST NAME _____ LAST NAME _____

POSITION _____ EMPLOYER _____

ADDRESS Home or Business TOWN/CITY PROV/STATE POSTAL/ZIP CODE

AREA CODE TELEPHONE FAX E-MAIL

STEP II Please indicate when and where you successfully completed the following components of the Certified Ice Technician Professional Designation.

BASIC OR INTERMEDIATE REFRIGERATION (Attach a copy of your Refrigeration Operator Class A or B Certificate)

LOCATION _____ MONTH/YEAR _____

ICE MAKING & PAINTING TECHNOLOGIES

LOCATION _____ MONTH/YEAR _____

ICE MAINTENANCE & EQUIPMENT OPERATION

LOCATION _____ MONTH/YEAR _____

STEP III Complete the Certificate of Practical experience section and mail this application form to the O.R.F.A. office to receive a: **Certified Ice Technician Certificate** and a **Certified Ice Technician Bronze Engraved Plaque**

CERTIFICATE OF PRACTICAL EXPERIENCE

I, _____ in my capacity as
AUTHORIZED EMPLOYER REPRESENTATIVE FULL NAME

_____ hereby certify that
EMPLOYER REPRESENTATIVE TITLE

_____ has worked under my supervision for a
APPLICANT NAME

period of _____ months and during that time, has accumulated _____ months of practical experience in refrigeration operations, ice-making, ice-maintenance; and in the operation of all equipment necessary to these technologies. Only applicant's who verify practical experience greater than or equal to 24 months will be granted the C.I.T. designation.

EMPLOYER REPRESENTATIVE SIGNATURE _____

APPLICANT SIGNATURE _____

ONTARIO RECREATION FACILITIES ASSOCIATION INC.
1185 EGLINTON AVE., E., STE. 402, NORTH YORK, ONTARIO, CANADA M3C 3C6
T.416.426.7062 F.416.426.7385 info@orfa.com www.orfa.com



**CERTIFIED ICE TECHNICIAN
PROFESSIONAL DESIGNATION**





The O.R.F.A. Certified Ice Technician (C.I.T.) professional designation consists of the following courses: Basic Refrigeration or Intermediate Refrigeration, Ice Making & Painting Technologies & Ice Maintenance and Equipment Operation:

■ BASIC REFRIGERATION

A time tested course, Basic Refrigeration has been delivered to recreation facility personnel for over four decades and has become an industry-recognized minimum competency for practitioners working in a recreation-related refrigeration plant. Participants will learn the fundamentals of the theory and principles of refrigeration and the importance this plays in the creation of a quality ice surface. While not mandatory, participants are encouraged to gain some knowledge of a working refrigeration system prior to attendance.

topics include...

- Module 1- Principles of Refrigeration
- Module 2- Refrigeration Equipment Identification & Function
- Module 3- Refrigeration Controls and Accessories
- Module 4- Refrigeration System Operation & Maintenance

■ ICE MAKING AND PAINTING TECHNOLOGIES

Creating a proper sheet of ice is the key to a successful operating season. Building on the theory received from Basic or Intermediate Refrigeration, this course will enhance the practitioners' knowledge while increasing their operational effectiveness through a clear understanding of proven ice installation principles. Further, participants will learn basic standard facility operation practises and have hands-on exposure to on-ice applications. While not mandatory, participants should have completed either the Basic or Intermediate Refrigeration course and have one year practical experience in an artificial ice recreation setting.

topics include...

- Module 5 - Ice Making Principles
- Module 6 - Humidity Controls
- Module 7 - Refrigerated Floors
- Module 8 - Dasher board systems
- Module 9 - White Ice, Lines and Logo's
- Module 10 - Speciality Ice Surfaces; Hockey, Curling, Speed Skating, Broomball, Ringette, Figure Skating, Sledge Hockey and Public Skating
- Module 11 - Ice Maintenance
- Module 12 - Ice Energy Management

■ ICE MAINTENANCE AND EQUIPMENT OPERATION

Enhancing the knowledge gained from the Basic Refrigeration and Ice Making & Painting Technologies courses, the participants will learn the tools and skills required to troubleshoot poor ice conditions, perform ice maintenance, equipment operations and up-keep, while maintaining a safe physical setting. Taking the participant through a combination of in-class and on ice teachings allows for general interaction with equipment and hands-on experience. Geared for practitioners who have some experience, it will provide a setting that will improve the working confidence of the participant. Participants should come prepared for some on ice practical applications. While not mandatory, participants should have completed the Basic Refrigeration and Ice Making & Painting Technologies courses and have one year practical experience in an artificial ice recreation setting.

topics include...

- Module 13 - Daily facility physical maintenance through policy and procedure
- Module 14 - Ice maintenance, up-keep and equipment
- Module 15 - Troubleshooting
- Module 16 - Air quality
- Module 17 - Changeovers
- Module 18 - Edger use and safety
- Module 19 - Ice-resurfacers operations and maintenance

C.I.T. professional designation is recognized by:



The Ontario Recreation Facilities Association Inc. is a internationally recognized, not-for-profit, volunteer driven organization with over 3,500 card bearing members. Membership within the O.R.F.A. stems primarily from representatives of the following sectors: municipalities, educational institutions, government agencies, First Nations, community recreation boards, private recreation facilities and business and industry.

The Association provides a variety of services to its members including professional development activities, networking, regional information workshops, access to recreation Facilities Library, formal accreditation through a Professional Development Program, trade shows and exhibits, a job search service, publications and resource information.

The Association is managed by a volunteer Board of Directors and Professional Staff that work towards the achievement of the organization's Vision, Mission and Values and Beliefs.
