



# Application for CMS/CST/CHTT/CPI/CSP Recertification

**Please complete all pages of this form to apply for renewal of your CMS/CST/CHTT/CPI/CSP designation. Return the form, with the fee and documentation of your continuing education credits, to PHTA for processing.**

First Name	Last Name	Today's Date
Company Name		
Work Address		
City, State, Zip		
Work Phone		Fax
Home Address		
City, State, Zip		
Home Phone		Cell Phone
Email address (Required)		Company website

## I want to recertify my...

- CMS Certified Pool & Spa Maintenance Specialist® (formerly TECH I)
- CST Certified Pool & Spa Service Technician® (formerly TECH II)
- CHTT Certified Pool & Spa Hot Tub Technician®
- CPI Certified Pool Inspector®
- CSP Certified Service Professional®

## PAYMENT

**The fee for recertification for 3 years is \$100 for your CMS, CST, CHTT, CPI and \$200 for your CSP.**

<b>CMS - \$100</b>	<b>CST - \$100</b>	<b>CHTT - \$100</b>	
<b>CPI - \$100</b>	<b>CSP - \$200</b>		<b>Total</b>
<b>Check Enclosed</b> (made out to PHTA)			
<b>Charge to:</b>	VISA	MasterCard	American Express      Discover
Card Number		Exp. date	Security code
Name on Card (print)			
Cardholder's Signature			

**Please send the completed form, fee and continuing education certificates to:**

**PHTA**  
2111 Eisenhower Avenue, Suite 500  
Alexandria, VA 22314  
Email: Certification@phta.org

**If you have any questions, contact PHTA at Certification@phta.org or 703-838-0083 ext. 127**

### CMS/CST/CHTT/CPI/CSP Recertification Requirements

In order to determine your continued eligibility for the designation of CMS Certified Pool & Spa Maintenance Specialist®, CST Certified Pool & Spa Service Technician®, CHTT Certified Pool & Spa Hot Tub Technician®, CPI Certified Pool Inspector®, or CSP Certified Service Professional®, please respond to the questions listed below. PHTA may require you to provide additional information to clarify your answers before PHTA can grant your recertification.

Any information found to be false, now or in the future, will constitute grounds for the termination of your certification. For the following questions, complete by checking the appropriate boxes, providing explanation when requested, and signing where indicated.

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### Participant's Agreement with PHTA

The agreement explains the procedures, guidelines and patch/certificate usage for all participants. The agreement is designed to assist you in properly displaying your qualifications as a pool and spa professional. The opportunities and requirements of the PHTA Service Education and Certification Program are stated below.

- Participant's Agreement with PHTA The Pool & Hot Tub Alliance (PHTA) agrees to the following for the participant seeking PHTA certification:
- To inform the participant in writing, to the email address listed on this application, whether he/she has successfully completed the examination and met the certification requirements. Successful Participants will receive a wall certificate.
- PHTA will allow PHTA-certified individuals' organization (employer) to advertise their certification to the public in conformance with the advertising guidelines published by PHTA.
- PHTA will not publish the examination scores, but will keep a record as to whether participants passed or failed the examination.
- PHTA will not release scores to employers or other third parties. It is at the discretion of the Participant to disclose that information.

### The participant agrees to the following conditions:

- After initial certification, the participant agrees to recertify by meeting the following requirements once every three (3) years:
  1. Completing a new Recertification Form
  2. Providing PHTA with evidence the participant has completed 24 Continuing Education Hours
  3. Paying a Recertification fee
- In order for a Participant, or Participant's employer, to advertise that the Participant has earned an PHTA designation, or that the company employs an PHTA certified individual, the Participant or Participant's employer must be licensed and bonded as required by applicable state and local laws.
- All exam, course, and application fees must have been submitted to PHTA. Without payment of all fees, scores will be withheld.
- PHTA-certified individuals and their organizations agree to conform to the guidelines established by PHTA in regard to advertising and displaying any designations of PHTA certification programs.
- All Participants who successfully obtain PHTA designations as the owner or employee of a company, are required to notify PHTA in writing within six (6) months of the date that he/ she becomes the owner or employee of a different company, as well as the mailing address of the different company.
- An organization is permitted to advertise that they employ an PHTA-certified individual only so long as an PHTA-certified individual remains with that organization. If PHTA-certified individuals have left the organization, the organization loses the right to advertise, promote, or display the applicable credentials.
- Use of any certificate, wallet ID card, designation or logo (if issued) in violation of these rules may result in revocation of any and all rights under the program and will be considered trademark infringement subject to legal action.

- Participant acknowledges that the certification program is designed to provide generalized instruction concerning a variety of topics in the pool and spa industry. The manner, method, instrumentalities, and/ or persons used by Participant in providing products and services to customers are in the sole discretion and determination of the Participant. When working on specific equipment, the Participant understands that each product has specific instructions on installation and operation. It is recommended that the Participant attend the product-specific instruction classes for the said products. Participants cannot rely on the PHTA certification program for product-specific building, repair and installation information. Participant further acknowledges that he or she will not hold PHTA, its directors, officers, staff, committee members, instructors, agents, employees, participating manufacturer and/or distributor representatives responsible for the results of the Participant's conduct, including any liability for personal injury.
- Participant, by signing this agreement, agrees to indemnify PHTA, its agents and/or employees, for all losses or damages and expenses, including litigation expenses and attorney's fees, resulting from or arising out of any conduct or activity, or failure to act by Participant (including, but not limited to, misuse or unauthorized use of the registered designation, certification, emblem and/or other reference to the applicable PHTA certification program). This document is intended by Participant and PHTA to be construed under, and be governed by, the laws of the Commonwealth of Virginia without regard to choice of law principles.

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### **PHTA Code of Ethics**

All members of The Pool and Hot Tub Alliance shall be requested to observe and be dedicated to the following principles and policies:

- To contribute to the health, safety and welfare of the public in the design, manufacture, installation, maintenance and operation of swimming pools, spas and hot tubs by complying with all applicable laws, ordinances or regulations and refraining from engaging in fraudulent or deceptive acts or practices.
- To hold all necessary federal, state and local licenses, registrations and permits.
- To respect and not infringe upon the intellectual property rights of others and to refrain from using the property of others without their prior, written consent.
- To advertise products, services and prices truthfully and consistently with all federal, state and local advertising practices requirements.
- To establish prices in a manner that does not involve collusion with a competitor and to clearly communicate such prices to potential customers or clients prior to providing such products or services.
- To provide written sales agreements when such are requested by customers or required by law.
- To comply with the terms of all agreements, oral or written, regarding the provision of products or services.
- To respond to any consumer complaints made to any governmental authority, Better Business Bureau or equivalent nongovernmental authority.
- To exclude from company ownership or senior management any person or entity who or which, within the past three (3) years, has been convicted of or pleaded no contest (or its equivalent) to any felony or other crime involving business or financial practices.
- To use the PHTA name, logo and other intellectual property only when and as permitted by PHTA, and to cease all such use upon suspension from or termination of PHTA certification.
- To file a complaint with PHTA regarding a potential violation of this Code of Ethics only when in possession of credible evidence of such potential violation.
- To cooperate fully with any PHTA investigation of a potential violation of this Code of Ethics.

Violations of the Code of Ethics are investigated and evaluated by processes outlined in the Governance Policies approved by the PHTA Board of Directors.

I affirm, that to the best of my knowledge, all statements made within this document are both true and accurate. I further acknowledge that I have read, understood, and am committed to adhere to the PHTA Code of Ethics. I have and maintain a current file of all ANSI/PHTA standards and the PHTA Workmanship Guidelines. I commit to build all my pools and spas to meet or exceed the appropriate ANSI minimum standards, as well as the PHTA Workmanship Guidelines. Furthermore, I have read, understood, and will comply with the conditions set forth in this agreement. I understand and agree that if I do not complete all the recertification requirements promulgated by PHTA for the applicable certification program by the expiration date, my designation, registration, and advertising privileges will be terminated.

**Participant's Signature:**

**Date:**

### Termination and Reinstatement Policy

This Application is due on or before December 31st of the year your certification expires. Failure to complete this form by that time, or by the end of the 90 day grace period (April 1st of the following year), will result in a late fee being applied to your certification. Up to 1 year past your certification expiration, you will need to reapply for certification, submit proof of total continuing education hours, and pay the recertification fee and the late penalty. For questions or clarification, please contact PHTA at [Certification@phta.org](mailto:Certification@phta.org) or 703-838-0083 ext. 127.

**I have read and understand the conditions and agree to abide by them:**

**Participant's Signature:**

**Date:**