



**POOL &  
HOT TUB  
ALLIANCE**

# How to Become a **CPO Instructor**



## **PHTA Instructor Assessment School**



The PHTA Instructor Assessment School is designed to verify students' ability to educate and to provide mentorship to the candidates who wish to become PHTA Instructors. The school, administered by the [CPO Instructor Assessment Committee](#), will prepare students to teach the CPO course and opens up opportunities to teach other PHTA programs.

## **Application for the Assessment School**



To be considered, a candidate must:

- Be 18 years or older
- Be a current PHTA member
- Score 90% or higher on the CPO® Certification exam at least 1 year prior to submitting the application
- Within the past 3 years, complete the following online course prerequisites:
  - [CPI Course](#)
  - [RWI Course](#)
- Have 3+ years hands-on experience with chemical adjustment, backwashing of filters, water balance, and water testing.
- Complete the [application](#) and submit it to [nhood@phta.org](mailto:nhood@phta.org).

*Applications are reviewed on a first come, first serve basis. Completion of the application and requirements does not guarantee acceptance into the school.*



## After Submitting Your Application



1. PHTA will provide you with a confirmation of application receipt. If you do not receive a confirmation email, please let us know!
2. Within 60 days of application submission, PHTA will inform you of acceptance or denial into the Instructor Assessment School.
3. Upon acceptance, PHTA will provide you with the procedures to register for the Assessment School. Fees are due at time of registration.  
*Please note: Registration does not launch until 4 months out from the scheduled course.*
4. Once a candidate is registered, PHTA will send materials to begin preparing for the school.
5. Eight weeks prior to the school, PHTA will provide teaching assignments for the course.
6. Upon completion, candidates can receive up to 24 CEUs.

## Upcoming Instructor School Schedule

*Please note: You are required to be a PHTA member in order to attend the CPO Instructor School. Not a member? Visit [phta.org/join](https://phta.org/join)*



### Virtual Instructor School Schedule

**April 10-14, 2023**

Registration: **\$1,200**

*Class will be held on Zoom.*

