

CST, CMS and CHTT Exam Registration

In order to be eligible to sit for the exam at the completion of your CST, CMS and CHTT course, please complete and return this form along with payment to PHTA for processing.

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

Course Information

Which Course Did you Complete?	CST Certified Pool & Spa Service Technician CHTT Certified Pool & Spa Hot Tub Technician	CMS Certified Pool & Spa Maintenance Specialist For licensure only
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3 Easy Ways to Test:

1. *Test at a PSI testing center near you.*
 - Computerized testing provides immediate test results and if needed, a strength and weakness report.
 - Computerized testing is available week days, weekends and most evenings.
 - PHTA will send PSI your email address so that they can set up your account and schedule your exam when it is convenient to you.
 - There is no additional cost as your exam registration fee includes computerized testing.
 - Please note this option offers immediate results and an immediate strengths and weakness report.
2. *Test at an PHTA national, regional or chapter-sponsored education and testing event as available.*
 - A list of upcoming events can be found on the PHTA page at www.phta.org.
 - Results and strengths and weakness report, if applicable, can be expected in 3-4 weeks.
3. *Test at a day and time convenient for you.*
 - Online, remote proctored testing provides immediate test results and if needed, a strength and weakness report.
 - Online, remote proctored testing is available week days, weekends and most evenings.
 - PHTA will send the testing platform your email address so that they can set up your account and schedule your exam when it is convenient to you.
 - There is an additional fee (\$40) as your exam includes a remote proctor online with you.
 - Please note this option offers immediate results and an immediate strengths and weakness report.

Select One:

- I would like to test at a PSI Computer Test Center.
- I would like to test at an PHTA sponsored event. Date of Exam: _____ Location: _____
- I would like to have my exam to be remote proctored

Payment

CST Exam - \$115	CMS Exam - \$115	CHTT Exam - \$115	Remote Proctor - \$40	Total
Check Enclosed (made out to PHTA)				
Charge to:	VISA	MasterCard	American Express	Discover
Card Number			Exp. date	Security code
Name on Card (print)	Cardholder's Signature			

Participant's Signature:

By signing this document, I am verifying that I have completed the workbook that is part of the above referenced correspondence course.

Participant's Signature: _____ **Date:** _____

Send completed form to:
PHTA
2111 Eisenhower Avenue, Suite 500
Alexandria, VA 22314

Fax 703.549.0493
Email Certification@phta.org
Questions? Call 703.838.0083 or email Certification@phta.org

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 and Hot Tub Alliance (PHTA) agrees to the following for the participant seeking PHTA certification:

- To inform the participant in writing, to the address listed on this application as the home address, whether he/she has successfully completed the examination and met the certification requirements. Successful PHTA-member participants will receive a wall certificate, wallet certificate and logo patch recognizing them as a being certified. Successful non-member participants will be notified of their score and receive a wall certificate only. Non-members may not communicate that they are certified, aside from hanging their certificate in their place of business, unless otherwise required by licensing.
- PHTA will allow PHTA-certified individuals who are employed by an PHTA member company, or their PHTA member 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 candidate to disclose that information.

The participant agrees to the following conditions:

- After initial certification, the participant agrees to re-certify 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 and
 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 an PHTA member in good standing and must be licensed and bonded as required by applicable state and local laws. Non-members may not communicate the fact they are certified, aside from hanging their certificate in their place of business, unless otherwise required by licensing.

- 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 PHTA member firms 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 one PHTA member 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. If the different company is not a member of PHTA in good standing, the different company will not be permitted the right to advertise, promote, or display their employee's status as an PHTA-certified individual until they become PHTA members in good standing.
- An PHTA member firm is permitted to advertise that they employ an PHTA-certified individual only so long as an PHTA-certified individual remains with that PHTA member firm. If PHTA-certified individuals have left the firm, the PHTA member company 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

(continued on next page)

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.

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 membership in PHTA.
- 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: