

# 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 APSP University for processing.

First Name	Last Name
Company Name	Company APSP Member #
Address	
City, State, Zip	
Preferred Phone	Fax
Email Address	Company Website

### Course Information

<b>Which Course Did you Complete?</b>	CST – Certified Service Technician	CMS – Certified Maintenance Specialist
	CHTT – Certified Hot Tub Technician	RSAP – Retail Sales Associate Program

### 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.
  - APSP 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 is the only option offering immediate results and an immediate strengths and weakness report.
2. *Test at an APSP national, regional or chapter-sponsored education and testing event.*
  - A list of upcoming events can be found on the APSP University page at [www.apsp.org](http://www.apsp.org).
  - Results and strengths and weakness report, if applicable, can be expected in 3-4 weeks.
3. *Test at a community college or university near you.*
  - Proctored exams must be taken at an accredited college or university.
  - If you opt to take the exam at a college or university test center, or chapter event, there may be an additional exam proctor fee that you will pay directly to the proctor at the time of the exam.** These fees can vary, but typically are from \$0-\$40.
  - Results and strengths and weakness report, if applicable, can be expected in 3-4 weeks.
  - If testing at a college or university, participants are responsible for the following:
    1. Scheduling an appointment for testing at a local community college or university testing center.
    2. Submitting this form at least two weeks prior to your exam date to ensure test materials arrive on time.
    3. Providing APSP University with the name, full mailing address and exam date in the section below.

### Select One:

I would like to test at a PSI Computer Test Center.

I would like to test at an APSP sponsored event.    Date of Exam: \_\_\_\_\_    Location: \_\_\_\_\_

I will test at a college near me.    Date and Time: \_\_\_\_\_    College Name: \_\_\_\_\_

Proctor Name/Attention To: \_\_\_\_\_    Mailing Address: \_\_\_\_\_

### Payment

**CST Exam - \$115      CMS Exam - \$115      CHTT Exam - \$115**

**Check Enclosed** (made out to APSP)

**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: <b>APSP University</b> <b>2111 Eisenhower Avenue, Suite 500</b> <b>Alexandria, VA 22314</b>	<b>Fax</b> 703.549.0493 <b>Email</b> <a href="mailto:APSPuniversity@APSP.org">APSPuniversity@APSP.org</a> <b>Questions?</b> Call 703.838.0083 or email <a href="mailto:APSPuniversity@APSP.org">APSPuniversity@APSP.org</a>
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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 APSP Service Education and Certification Program are stated below.

### **Participant's Agreement with APSP**

The Association of Pool & Spa Professionals® (APSP) agrees to the following for the participant seeking APSP 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 APSP-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.
- APSP will allow APSP-certified individuals who are employed by an APSP member company, or their APSP member employer, to advertise their certification to the public in conformance with the advertising guidelines published by APSP.
- APSP will not publish the examination scores, but will keep a record as to whether participants passed or failed the examination.
- APSP 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 APSP 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 APSP designation, or that the company employs an APSP-certified individual, the participant or participant's employer must be an APSP 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 APSP. Without payment of all fees, scores will be withheld.
- APSP-certified individuals and their APSP member firms agree to conform to the guidelines established by APSP in regard to advertising and displaying any designations of APSP certification programs.
- All participants who successfully obtain APSP designations as the owner or employee of one APSP member company, are required to notify APSP 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 APSP in good standing, the different company will not be permitted the right to advertise, promote, or display their employee's status as an APSP-certified individual until they become APSP members in good standing.
- An APSP member firm is permitted to advertise that they employ an APSP-certified individual only so long as an APSP-certified individual remains with that APSP member firm. If APSP-certified individuals have left the firm, the APSP 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 APSP certification program for product-specific building, repair and installation information. Participant further acknowledges that he or she will not hold APSP, 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 APSP, 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 APSP certification program). This document is intended by Participant and APSP to be construed under, and be governed by, the laws of the Commonwealth of Virginia without regard to choice of law principles.

### **APSP Code of Ethics**

All members of The Association of Pool & Spa Professionals® 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 APSP name, logo and other intellectual property only when and as permitted by APSP, and to cease all such use upon suspension from or termination of membership in APSP.
- To file a complaint with APSP 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 APSP 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 APSP 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 APSP Code of Ethics. I have and maintain a current file of all ANSI/APSP standards and the APSP Workmanship Guidelines. I commit to build all my pools and spas to meet or exceed the appropriate ANSI minimum standards, as well as the APSP 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 APSP for the applicable certification program by the expiration date, my designation, registration, and advertising privileges will be terminated.

**Participant's Signature:**

**Date:**