



Application for CBP/CSP Recertification

Please complete all pages of this form to apply for renewal of your CBP and/or CSP designation. Return the form, with the fee and documentation of your continuing education credits, to APSP for processing.

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

<input type="checkbox"/> I want to recertify as a CBP ____ Number of pools built/installed in previous calendar year ____ Number of spas built/installed in previous calendar year	<input type="checkbox"/> I want to recertify as a CSP ____ Number of pools serviced in previous calendar year ____ Number of spas serviced in previous calendar year
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I work on... (check all that apply)

<input type="checkbox"/> Commercial Pools	<input type="checkbox"/> Spas	<input type="checkbox"/> Residential Portable Spas (Hot Tubs)
<input type="checkbox"/> Residential Inground Pools	<input type="checkbox"/> Commercial Spas	<input type="checkbox"/> Residential Permanently Installed Spas
<input type="checkbox"/> Residential Aboveground/Onground Pools		
<input type="checkbox"/> Other (specify) _____		

PAYMENT

CBP Recertification - \$200
 CSP Recertification - \$200
 CSP and CBP Recertification - \$400

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 _____

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

APSP University
 2111 Eisenhower Avenue, Suite 500
 Alexandria, VA 22314
 Fax: 703-549-0493
 Email: APSPUniversity@APSP.org

If you have any questions, contact the APSP University at APSPUniversity@APSP.org or 703-838-0083

CBP/CSP Recertification Requirements

In order to determine your continued eligibility for the designation of CBP Certified Building Professional®/CSP Certified Service Professional®, please respond to the questions listed below. APSP may require you to provide additional information to clarify your answers before APSP 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.

Please respond to the following questions:

1. Is your company a member of the APSP in good standing?
 Yes APSP membership # _____
 No
2. Please verify, by checking one box below, that you understand that you may not advertise your certification if your company membership is not active and paid in full, unless otherwise required by licensing.
 Yes, my company is an APSP member. Our dues are current.
 No, my company is not an APSP member. **I understand that I cannot advertise myself as a CBP or CSP.**
3. I affirm by signing below that I have participated in at least 24 hours of continuing education since my previous certification date. **Proof of completion of these courses (i.e. certificates, letters, etc.) is included with this application.** Courses may include those provided by educational institutions, held at national conferences, sponsored by manufacturers/distributors, or conducted at chapter/regional events.

Signature _____

4. Are there any pending civil actions or outstanding judgments against your firm that have remained outstanding or unsatisfied for a period of at least 12 months?
 No
 Yes If yes, please explain: _____
5. Have you, or has your firm, ever been convicted of a felony in the course of your business activities, or convicted of fraud or a related offense?
 No
 Yes If yes, please explain: _____
6. Are there any complaints lodged against you, or your firm, with the Better Business Bureau, consumer protection agencies, arbitration authorities, or local contracting boards that remain unsolved after more than six (6) months?
 No
 Yes If yes, how many complaints? _____
7. Do you have the most recent versions of all of the ANSI/APSP Standards and APSP Workmanship Guidelines?
 Yes
 No If no, please explain: _____
For a complete list of ANSI/APSP standards, visit APSP.org, and click on Standards/ANSI/APSP Standards. Or contact memberservices@APSP.org or 703.838.0083, ext. 301.
8. Is your company licensed (if required) and does it carry liability insurance?
 Yes
 No If no, please explain: _____

APSP Code of Ethics and Required Signature

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 re-certification requirements promulgated by APSP for the CBP Certified Building Professional® or CSP Certified Service Professional® program by the expiration date, my CBP Certified Building Professional® or CSP Certified Service Professional® credential, registration, and advertising privileges will be terminated.

► **Code of Ethics Acceptance Signature** _____ **Date** _____

Participant's Agreement with APSP

The Association of Pool & Spa Professionals® (APSP) agrees to the following for the participant seeking recertification of the CBP Certified Building Professional® or CSP Certified Service Professional® credential:

- 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 CBP Certified Building Professional® or CSP Certified Service Professional®. 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 CBP Certified Building Professionals® or CSP Certified Service Professionals® who are employed by an APSP member company, or their APSP member employer, to advertise this level of professionalism 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 the CBP Certified Building Professional® or CSP Certified Service Professional® designation or that the company employs

a CBP Certified Building Professional® or CSP Certified Service Professional®, 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.

- CBP Certified Building Professionals® or CSP Certified Service Professionals® and their APSP member firms agree to conform to the guidelines established by APSP in regard to advertising and displaying any designations of the CBP Certified Building Professional® or CSP Certified Service Professional® Program.
- All participants who successfully obtain the designation of CBP Certified Building Professional® or CSP Certified Service Professional® 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 a CBP Certified Building Professional® or CSP Certified Service Professional® until they become APSP members in good standing.
- An APSP member firm is permitted to advertise the CBP Certified Building Professional® or CSP Certified Service Professional® credential only so long as a CBP Certified Building Professional® or CSP Certified Service Professional® remains with that APSP member firm. If all CBP Certified Building Professionals® or CSP Certified Service Professionals® have left the firm, the APSP member company loses the right to advertise, promote, or display the CBP Certified Building Professional® or CSP Certified Service Professional® credential.
- Use of any certificate, wallet ID card, or CBP Certified Building Professional® or CSP Certified Service Professional® 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 CBP Certified Building Professional® and CSP Certified Service Professional® 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 CBP Certified Building Professional® or CSP Certified Service Professional® 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 by Participant (including, but not limited to, misuse or unauthorized use of the registered designation, certification, emblem and/or other reference to the CBP Certified Building Professional® or CSP Certified Service Professional® 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.

Termination and Reinstatement Policy

This Application is due on or before your certification expiration date. Failure to complete this form by that time, or by the end of the 90 day grace period will result in termination of your certification.

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

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