Connecticut Occupational Licensing for Spa and Pool Trades

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The Type of Licenses You Need
Service Contractors SP-1 and SP-2, Consumer Protection Trainee

Pool Builders - SPBL

Occupational License
• SP-1
  Limited Spa and Pool Contractor

• SP-2
  Limited Spa and Pool Journeyman
SP-1 Limited Spa and Pool Contractor

- The holder of this license may perform all plumbing, heating and electrical work necessary to service, modify or repair any swimming pool, hot tub, spa or similar recreational or therapeutic equipment, where such work commences at an outlet, receptacle, connection, back flow preventor, or fuel supply pipe previously installed by a person holding the proper license.

SP-1 Limited Spa and Pool Contractor

- Swimming pool maintenance and repair work includes: (1) The renovation or repair of nonpotable water components of a pool, hot tub or spa, including, but not limited to, the shell coping, tiling, deck, concrete finish or vinyl liner of such pool, hot tub or spa; and (2) the draining, acid washing or backwash filtration of a swimming pool.

SP-2 Limited Spa and Pool Journeyman

- The holder of this license may perform all of the services and repairs covered under the SP-1
- only while the licensee is in the employ of an SP-2.
Department of Consumer Protection (DCP) Trainee Program

- DCP has established a Trainee Program for those Pool Service company employees who are new to the industry
- DCP requires all non-licensed service and maintenance employees to register through their employer
- No charge for registration or issuance of card
- After registration the employee will receive an official Trainee Program card

Department of Consumer Protection (DCP) Trainee Program

- After receiving the card the trainee must undergo 40 hours on-the-job (OJT) training
- OJT training must be given and then reported to DCP by the employer upon completion
- Trainee must also complete a short education course concentrating on job safety and chemical handling

Department of Consumer Protection (DCP) Trainee Program

- After successfully completing the OJT and classroom hours the Trainee may without the direct supervision of an SP-1 or SP-2:
  - Perform basic pool/spa maintenance such as vacuuming, emptying skimmer baskets, water testing and chemical applications and backwashing
  - All other service and repair may only be under the direct supervision of an SP-1 or SP-2
Job Trainee Program Objectives

- To provide experience and education to employees who only provide routine maintenance and cleaning of pools
- To help prepare “trainee” to move to the SP-2 level if appropriate
- To provide best practices regarding site safety procedures and water chemistry knowledge to employees

How to Apply for SP-1 and SP-2 Licenses

SP-2 Limited Journeyman

- One year On the Job Training Hours
- APSP Certified Maintenance Specialist-CMS or equivalent or higher certification
- Apply through www.psiexams.com
- Pass 50 question technical examination
- $ 90 Application Fee
How do I Get my APSP Certifications
- Different Options for Each Designation
- All Require a Textbook
- All require a registration/exam fee and renewal fee
- All have 3 year APSP renewal periods
- All require 24 hours of approved continuing education within a 3 year period

Application/Exam Requirements for Certified Maintenance Specialist (CMS)
- At least one year experience in pool industry
- Take 4 and 1/2 day CMS Course in CT with 75 question exam with CT Supplement

Application/Exam Requirements for Certified Maintenance Specialist (CMS)
- Option to take CMS Correspondence Course and then sit for exam with CT Supplement
- Open Book exam
Application/Exam Requirements for Certified Service Technicians (CST)
- At least 2 years experience in pool industry
- Take 5-day in person APSP Course/Exam
- Option to take CST work/home Correspondence Course and then sit for exam
- Exam is open-book but not open note

CSP Application Requirements
- You must have at least 5 years in pool/spa industry
- You must have at least 24 hours of continuing education (manufacturer, distributor and NESPA approved education)
- You must purchase the APSP Service Tech Manual 4th Edition
- Apply to APSP with fee, then take and pass CSP exam

Preparing for CSP Exam (Service)
- Purchase APSP Service Tech Manual
- Take closed-book 150 question exam
- Option to take 5 hour CSP Refresher Course/Exam
- Option to take CSP Online Refresher Course/Exam
APSP Administrative Fees for Testing and Registration (does not include course fees)

- CMS - $75
- CST - $75
- CSP - $150

Applying to PSI for the SP-2 Exam

- After completing your appropriate APSP certification. (APSP CMS, CST or CSP or equivalent education)
- Go to www.psiexams.com and complete the Bulletin with application to register for your state exam
- You must show proof of APSP certification and 1 year experience on the job
- Schedule your state licensing exam through PSI

Preparing for the SP-2 Exam License

- Technical exam only
- Reference materials include APSP Service Manual
- Closed book except for being allowed to use NEC Code
- 50 questions – 120 minutes
- 70% passing grade is required
- If you fail, you must re-register to retake exam with PSI
SP-1 Limited Spa & Pool Contractor

- SP-2 Journeyman for not less than 2 years or evidence of experience and training
- Apply to www.PSIExams.com
- Pass examination (2 part, 50 business questions and 75 technical)
- Unlimited amount of SP-2s can work under SP-1
- $150 Application Fee

Applying to PSI for SP-1 Exam

- After completing your appropriate APSP certification.
- After completing not less than two years as an SP-2
- Go to www.psiexams.com and complete the Bulletin with application to register for your state exam
- You must show proof of APSP certification, SP-2 license and experience
- Schedule your state licensing exam through PSI

Preparing for the State SP-1

- 2-part exam (Business and technical)
- Business and Law, 50 questions – 120 min
- Technical questions, 75 questions – 150 min
- Please refer to reference materials
- Business reference materials and NEC is allowed in exam
- 70% passing grade is required
- If you fail you must re-register to take exam
Contractor State License Number
- On all commercial vehicles
- Conspicuous display on:
  1. Printed advertisements
  2. Bid proposals
  3. Contracts
  4. Invoices
  5. Stationery used in business

Renewal Requirements

License Annual Renewal
- License is renewed annually with a fee
- State DCP sends a letter with license renewal form by September of each year
- You must submit completed form to DCP with fee payment before October 31
- If you don't receive renewal notice by September 30th it is your responsibility to contact DCP at 1-860-713-6000 License Services Division.
Fee Schedule

- SP-1 $150
- SP-2 $90
- Late fee $10

Renewal Timelines

- Plumbers Board made decision to have renewals every 2 years
- SP-1s Continuing Education Units (CEU) verified in even numbered years (2008, 2010)
- SP-2s CEUs verified in odd numbered years (2009, 2011)
- Can now take renewal course from any approved plumbing CEU provider (before October)

Continuing Education

- Providers (NESPA-CONSPA) responsible for submitting names to PSI
- Only good from approved providers
- NESPA is approved as provider
- Burden of proof on the licensee (that means YOU)
Required Hours of Continuing Education

- SP-1
  3 hours technical
  1 hour business

- SP-2
  3 hours technical

Late Renewals

- DCP sends notice who renews but has not taken continuing education
- If delinquent, Board may also suspend or revoke license
- $10 late fee for up to 1 year, penalties may be more
- If license is revoked then must retake exam

Penalties for No License

- Works or employs without a license or license expired:
  1. Class B misdemeanor
  2. DCP evokes a civil penalty of not more than $1000 first violation, $1500 second violation, $3000 for third violation
  3. Deemed an unfair or deceptive trade practice and result in license revocation
Home Improvement Contractors Registration

- Holders of the SP license are not required to register under the HICA
- This only applies for work done as defined in the "scope of work" allowed in the Pool and Spa Service Contractors License
- Example, fencing, and door alarms are not covered in the scope of work

Requirements of the Home Improvement Act

Who Must Register

- Home improvement contractors and salespersons contracting to work on residential property
- Anyone signing a contract with a homeowner must register
What is a Home Improvement Contractor?
- Anyone who performs or offers to perform any home improvement; unless
- The home improvements total $1,000 or less in a 12 month period; or
- Any single contract is worth less than $200.00.

What is the definition of "Home Improvement"?
- Any permanent change to residential property, such as;
- Driveways, swimming pools, porches, garages, roofs, siding, insulation, solar energy systems, flooring, patios, landscaping, painting, radon mitigation, residential underground oil tank removals, fences, doors, windows and waterproofing.

What work is not home improvement?
- Swimming pool repair and service by specific exemption in the Swimming Pool Contractors statute
- New home construction
- Work on commercial or business property
- Work related to easily removable appliances
- Work performed without pay by the owner on his own private residential property.
Four basic requirements of registered contractors

- (1) Certificates of registration are not transferable to other persons
- (2) Contractors must show their registration certificate to customers or potential customers who request it
- (3) Registration numbers must be included in any advertising, including contracts, business cards, vehicles, etc., and
- (4) The contractor shall provide and deliver to the owner a free, completed copy of the contract at execution.

Provisions that must be part of a home improvement contract

- In writing
- Signed by the owner and the contractor
- Contains the entire agreement between the owner and the contractor
- Contains the date of the transaction
- Contains the name and address of the contractor
- Contains a notice of the owner’s three day right of cancellation
- Contains a starting date and completion date
- The contractor signing the contract is properly registered

Fees

- Annual registration fee - $120
- Guaranty Fund fee - $100
- All registrations renew in November.
New CT Builders License - SPBL

- Chapter 393 Sec. 20-340d....
- Regulation
- Eligibility
  - Before Jan. 1, 2014
  - After Jan. 1, 2014
- Application Process and DCP
- At least one licensee per company

The Law

- Applies to Swimming Pools that are inground, partially inground, 24 inches in depth or more
- "swimming pool builder" means a person who, for financial compensation, excavates and grades for and constructs and installs a swimming pool, including, but not limited to, tiling, coping, decking and installation of associated circulation equipment such as pumps, filters and chemical feeders.

The Law

- Residential homeowner can build without a license
- Must hold HIC registration, not so for SPI
- Fees include $150 for initial fee and $100 for renewals
Regulations

- Proposed but not yet finally adopted
- Law required by July 1, 2012 but the state missed the statutory deadline.
- Process requires a public hearing and the publication of the proposed regs
- The Commissioner of the DCP must then adopt the regs and the Governor must sign them into law

Eligibility Prior to January 2014

- Trade or Financial institution proving your company exists
- Familiar with statutes and regulations pertaining to swimming pool construction
- Establish the company has a valid HIC
- Certificate of Good Standing less than 30 days old (applies to out-of-state) 
- Out of staters must also provide a Certificate of Good Standing from their State
- Trade name certificate if needed
- References: One from a Certified Builder Professional (CBP) or 3 current references from builders with 5 years experience

Building Experience Requirements

- A list of at least seven (7) swimming pool installations commencing at least seven years prior to July 1, 2012.
- Except that if the applicant has obtained the designation entitled APSP CBP or equivalent education and experience to be determined by the Commissioner.
- A list of five (5) installations commencing at least five years prior to July 1, 2012.
- Each swimming pool installation listed shall contain the address of the installation, a brief description of the work performed by the applicant, the date of completion, and a copy of the contract or building permit or certificate of occupancy.
Eligibility After January 2014
- Familiar with statutes and regulations pertaining to swimming pool construction
- Proof of 5 years under a licensed builder
- Establish the company has a valid HIC
- Proof of having APSP CBP certification
- Proof that the applicant has passed the state examination

CBP Application Requirements
- You must have an least 5 years in pool/spa industry
- You must have at least 24 hours of continuing education (manufacturer, distributor and NESPA approved education)
- You must purchase the APSP Builders Manual 3rd Edition
- Apply to APSP with fee, then take and pass CBP exam

Preparing for APSP CBP Exam
- Submit application and fees to APSP
- APSP approves to register and test
- Option to take live 5-hour CBP Exam Prep course plus in person exam
- Option to take Online CBP Prep Course plus in-person exam
- Option to just take Exam
- All exams are closed-book
Application Process and DCP

- Sample Application and Attachment

Renewal Requirements

- CEU needed yearly
- Three hours of technical
- One hour of business/law

www.ct.gov/dcp

- Applications
- Statutes
- General licensing information
- Official licensing site
- License verifications
- Applications
- Renewal information
- Rosters
- Link to PSI Exam Services
Special Problems and Circumstances
1. My license expired within the last year. How do I renew?
2. My license expired over a year ago. How do I renew?
3. I obtained my SP-2 during the grandfathering period without having my APSP certification. The company I work for does not have an SP-1 on staff. What can I do to become an SP-1?

Special Problems and Circumstances
4. I did not take my continuing education requirements for my license renewal what do I have to do?
5. I am working for a new company and I do not believe there is an SP-1 on staff. I have a current SP-2 license. Am I in violation of the license law if my employer does not have an SP-1?

Special Problems and Circumstances
6. I hold a current license but I let my APSP certification lapse. Am I required to renew my APSP certification?
7. I have my own business and I have an APSP certification but I do not have a state license. What must I do to apply to take an SP-1 exam?
Special Problems and Circumstances

6. I have been in business for several years and am an experienced pool and spa service contractor. I do not have an APSP CMS certification or higher and I do not have a state license. What must I do to apply to take an SP-1 exam?

9. I am an out of state experienced contractor with no SP-1 on staff. How do I become a licensed contractor?

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Special Problems and Circumstances

10. I am a subcontractor; do I need an SP-1 license?

11. I only provide pool opening and closing services. Do I need an SP-1?