Maintenance Contractors

1. I perform pool and/or spa maintenance in Suffolk County, New York. Do I need a license?

Yes, but the County calls it a Pool Maintenance Business Registration

3. What is a registration for pool maintenance?

The County of Suffolk requires a registration for all those pool companies who provide or operate a pool maintenance business for residential swimming pools.

4. How do I register?

You must obtain a certificate of registration from the Department of Labor, Licensing and Consumer Affairs.

5. What are the requirements to register?

You must provide proof that you or someone from your company has obtained the Pool & Hot Tub Alliance’s (PHTA) Certified Maintenance Specialist (CMS) or other equivalent program

6. How do I become a registered pool maintenance business?

- You must submit registration fee of $100

- You must be an PHTA Certified Maintenance Specialist (CMS) or higher, or have equivalent certification in the trade

- You must submit your registration application by July 1
7. **Do I need to renew my registration at any time?**

You must renew your registration every two years by application for renewal, a fee of $100 and proof that someone from the company holds a valid PHTA CMS certification or higher, or equivalent certification.

8. **I work for an out of county company who also does business in Suffolk County. Do I need a registration?**

Yes. You use the same process as in-county individuals.

9. **Do I only need one PHTA certified employee in my company to meet requirements?**

Yes. Your company files for the registration, but if the employee who holds the PHTA certification leaves your company then you must file under another PHTA certified individual.

10. **I don’t have a PHTA Certification. How do I meet my education requirements to apply for my license?**

There are 4 ways to obtain the required education for the PHTA certification:

1. Take an in-person certification course (PHTA Certified Maintenance Specialist or higher) offered through LIPSA, NESPA, any other NESPA chapter or PHTA.
2. Take a CMS or CST correspondence course and exam through PHTA/NESPA – To sign up for a correspondence course through PHTA follow this link.
3. Apply to PHTA to take the Certified Service Professional (CSP) or Certified Service Technician (CST) examination with proof of having earned 24 hours of specific technical industry education and 5 years of experience doing service and repairs on pools and spas.
4. Apply to PHTA to take the

For more information on PHTA certifications visit their website.

11. **Must I renew my PHTA Certification?**

Yes

13. **How do I renew my PHTA Certification?**

You must renew your PHTA certification every three years. You should receive your renewal notice from PHTA, starting April and monthly before your expiration date. You are required to take at least twenty-four hours (24) of approved industry continuing education over three years. These hours, plus a renewal fee must be submitted to PHTA. If you have questions please contact PHTA at 703-838-0083, ext. 174.

14. **I have my PHTA certification. Must I maintain the certification to keep my license?**

Yes
15. Does the County send out renewal notices?
Yes. Renewal notices are sent to you approximately 2 months before your registration expiration date.

17. Is there a fine for failing to obtain a registration with the county?
Yes, a possible fine not to exceed $5000 or imprisonment for not more than one year, or both.

Service Contractor’s License

1. I perform pool and/or spa service and repair in Suffolk County, New York. Do I need a license?
Yes

2. What kind of license do I need?
You need a County Home Improvement Contractor’s License, commonly called a County Business License for contractors who engage in the service of plumbing, heating and or electrical elements of swimming pools, permanent spas and/or portable spas.

4. How do I get my license?
You must obtain a license from the Department of Labor, Licensing and Consumer Affairs.

5. What are the requirements to obtain my pool/spa service license?
You must provide proof that you or someone from your company has obtained the Pool & Hot tub Alliance’s (PHTA) Certified Service Technician (CST), Certified Service Professional (CSP) or Certified Builder Professional (CBP) certification or other approved equivalent program, and demonstrate two years of experience and training in servicing pools and/or spas.

6. I hold a valid County Business License. Do I need to renew it at any time?
You must renew your license every two years. If your renewal date is after July 2, 2014 then you must provide proof that you meet requirements in number 5.

7. What do I need to renew my new swimming pool Business License?
You must provide proof of a current PHTA certification and documentation that you have obtained a minimum of six hours of continuing education in the trade since your last license renewal or application and pay a $500 renewal fee.

8. I work for an out of county company who also does business in Suffolk County. Do I need a license?
Yes. You use the same process as in county individuals.
9. Do I only need one PHTA certified employee in my company to meet license requirements?

Yes. Your company files for the license, but if the employee who holds the PHTA certification leaves your company then you must file under another PHTA certified individual.

10. I don’t have an PHTA Certification. How do I meet my education requirements to apply for my Service Contractors license?

There are 3 ways to obtain the required education for the PHTA certification:

- Take an in-person certification course PHTA CST or CSP, offered through LIPSA, NESPA, any other NESPA chapter or PHTA.

- Take a CST correspondence course through PHTA/NESPA – To sign up for a correspondence course through PHTA follow this link.

- Apply to PHTA to take the Certified Building Professional (CBP), Certified Service Professional (CSP) or Certified Service Technician (CST) examination with proof of having earned 24 hours of specific technical industry education and 5 years of experience in the trade of pools and spas.

For more information on PHTA certifications visit their website.

11. I have my PHTA certification. Must I maintain the certification to keep my Service Contractors license?

Yes, because you must document you possess a current PHTA certification when you renew your license.

12. How do I renew my PHTA Certification?

You must renew your PHTA certification every three years. The renewal period ends December 31st. You should receive your renewal notice from PHTA in April of your renewal year, and monthly reminders are also sent before expiring. You are required to take at least twenty-four hours of approved industry continuing education over three years. These hours, plus a renewal fee must be submitted to PHTA. If you have questions please contact PHTA at 703-838-0083, ext 274.

13. Does the County send out renewal notices?

Yes. Renewal notices are sent to you approximately 2 months before your license expiration date.

14. Is there a fine for failing to obtain a license with the county?

Yes, a possible fine not to exceed $5000 or imprisonment for not more than one year, or both.
Pool Builders License

1. I install and/or build pools and or spas in Suffolk County, New York. Do I need a license?

    Yes

2. What kind of license do I need?

    You need a County Home Improvement Contractor’s License, commonly called a County Business License for contractors who build or install swimming pools and permanent spas over 24” in depth.

4. How do I get my license?

    You must obtain a license from the Department of Labor, Licensing and Consumer Affairs.

5. What are the requirements to obtain my pool/spa service license?

    You must provide proof that you or someone from your company has obtained the Pool & Hot Tub Alliance’s (PHTA) Certified Builder Professional (CBP) certification or other approved equivalent program, and demonstrate a minimum of two years experience in building and installation.

6. I hold a valid County Business License. Do I need to renew it at any time?

    You must renew your license every two years. If your renewal date is after July 2, 2014, you must meet the requirements in Number 5.

7. What do I need to renew my new swimming pool builder license?

    You must provide proof of a current PHTA CBP certification or equivalent and documentation that you have obtained a minimum of six hours of continuing education in the trade since your last license renewal or application and pay a $500 renewal fee.

8. I work for an out of county company who also does business in Suffolk County. Do I need a license?

    Yes. You use the same process as in-county business.

9. Do I only need one PHTA CBP certified employee in my company to meet license requirements?

    Yes. Your company files for the license, but if the employee who holds the PHTA certification leaves your company then you must file under another PHTA certified individual.

10. I don’t have an PHTA CBP Certification. How do I meet my education requirements to apply for my Service Contractors license?

    There are 3 ways to obtain the required education for the PHTA certification:
Take an in-person PHTA Pool and Spa Construction Course (PSCC) and CBP examination, offered through LIPSA, NESPA, any other NESPA chapter or PHTA.

Take a CBP Prep Course and sit for the examination offered through PHTA, LIPSA, NESPA or any other NESPA chapter or PHTA.

Apply to PHTA to take the Certified Builder Professional (CPB) examination with proof of having earned 24 hours of specific technical industry education and 5 years of experience in the trade.

For more information on PHTA certifications visit their website.

11. I have my PHTA certification. Must I maintain the certification to keep my Service Contractors license?

Yes, because you must document you possess a current PHTA certification when you renew your license.

12. How do I renew my PHTA Certification?

You must renew your PHTA certification every three years. The renewal period ends December 31st. You should receive your renewal notice from PHTA in April of your renewal year, and monthly reminders are also sent before expiring. You are required to take at least twenty-four hours of approved industry continuing education over three years. These hours, plus a renewal fee must be submitted to PHTA. If you have questions please contact PHTA at 703-838-0083, ext 274.

13. Does the County send out renewal notices?

Yes. Renewal notices are sent to you approximately 2 months before your license expiration date.

14. Is there a fine for failing to obtain a license with the county?

Yes, a possible fine not to exceed $5000 or imprisonment for not more than one year, or both.