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# CSPO<sup>®</sup>

## CERTIFIED SWIMMING POOL OPERATOR CERTIFICATE COURSE



### RESIDENT MANAGERS' TRAINING INSTITUTE

- British Columbia • Alberta • Saskatchewan • Manitoba • Ontario
- Quebec • New Brunswick • Newfoundland/Labrador • Yukon
- Northwest Territories • Prince Edward Island
- Nova Scotia • Nunavut

**TRAINING APARTMENT & CONDOMINIUM  
MANAGERS ACROSS CANADA SINCE 1980**

**Toll Free - Across Canada  
1-800-665-8339**

**Corporate Head Office  
Suite 1500 - 701 West Georgia Street  
Vancouver, BC V7Y 1C6**



A+ Accredited Member of the  
Better Business Bureau

**Website: [www.rmti.ca](http://www.rmti.ca)**

**Email: [info@rmti.ca](mailto:info@rmti.ca)**

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# CSPO<sup>®</sup> HOME-STUDY COURSE

## INTRODUCTION

Due to the many new projects and some of the existing ones that have pools, spas, hot tubs & jacuzzis, this course has been developed to assist you when applying for a position in a project that contains this equipment. It will also assist current managers who wish to update their skills and knowledge. Your certificate of achievement shows present and potential employers that you are qualified in the day to day operations of this equipment. This knowledge will give you a clear advantage over others that are not trained in this field. CRM & CBS graduates have found the CSPO designation to be a major benefit to their career!

## INCREASE YOUR JOB PROSPECTS

Many of our graduates have secured new positions in projects containing swimming pools. These jobs were not previously available to them as they did not have the skills required by the employer. By being able to save your employer or potential employer the cost of expensive service calls and the costs for ongoing day to day maintenance, you will open up many new opportunities for yourself.

## COURSE OUTLINE

- ⇒ Swimming Pool Care & Operations
- ⇒ Swimming Pool Care & Safety
- ⇒ Safe Handling of Chemicals
- ⇒ Chlorine
- ⇒ Winter Shutdown/Spring Opening
- ⇒ Troubleshooting
- ⇒ Vocabulary

**For further details, please refer to the detailed course outline included in this package.**

## DURATION

The **CSPO** course is 80 hours and you will be able to complete it within 4 weeks with 4 hours of study a day, 5 days a week. With Full time study, 8 hours a day, 5 days a week you will finish in 2 weeks. You do have 12 months to complete the entire course to become a “qualified swimming pool operator”.

## COURSE FORMAT

The program is offered exclusively online. The CSPO course consists of 5 modules of which each has an assignment and exam that must be completed. A final exam is required to be completed once all chapter assignments and exams are done.

## COURSE FEES

⇒ **Single Course Fee: \$750.00 (Textbook included)**

⇒ **Couples “Discount Rate” Course Fee: \$1400.00 (Textbooks included)**

*Note: To receive couples discount, both students must register at the same time and textbooks will be shipped to the same address. If you require one of the textbooks to be shipped to a different address, a \$25.00 shipping and handling fee will apply.*

**Course fees are tax deductible** and you receive a T2202A Canada Revenue Agency form upon registration.

Textbooks: Free shipping within Canada only

*Start today, online registration is very easy and we accept Credit Card & Interac e-Transfer.*

## SUPPLIED BY RMTI

- Online access to course material with a personal Username and Password
- Textbook
- Five assignments/exams & Final Exam

**Upon successful completion you will receive:**

- CSPO Designation and Certificate of Achievement

## CERTIFICATIONS & MEMBERSHIPS

- Federal Government - Certified by Ministry of Employment & Social Development Canada
- Proud A+ Accredited Member of the BBB - Better Business Bureau

## HOW CAN I GET STARTED?

**Register Online** - Credit Card (Visa/MasterCard) or Interac e-Transfer only - Go to our website at [rmti.ca](http://rmti.ca) and click on Register for CSPO Course and then click on Apply Online and complete the Course Application/Registration form and click Register Now. If paying by Interac e-Transfer, please follow the detailed instruction online or call us for more details.

**Register by phone** - Credit Cards only (Visa/MasterCard) - Call Toll Free at 1-800-665-8339 or (Vancouver/Lower Mainland) at 604-681-5456.

**Register by mail** - Complete the enclosed Course Application/Registration form and mail to us with a certified cheque or money order for the course fee. You can also download the Course Application/Registration form by going to our website at [rmti.ca](http://rmti.ca) and click on Register for CSPO Course and then click on: Apply by Mail - Download Application Form. You can also call us for an Application/Registration form.

**For further details, please contact us at 1-800-665-8339 or 604-681-5456 (Vancouver/Lower Mainland) or email us at [info@rmti.ca](mailto:info@rmti.ca)**

# CSPO® - CERTIFIED SWIMMING POOL OPERATOR COURSE OUTLINE

## DISTANCE EDUCATION COURSE

### SWIMMING POOL CARE & OPERATIONS

- Conversion Charts
- Recirculation & Filtration
- Automatic Shut off Procedures
- Preventing Suction Hazards
- Pool Fill Water & Make up
- Turnover & Calculating Pool Turnover Period
- Minimum Flow Rate
- Skimmers
- Main Drain, Piping, Valves
- Hair-lint Strainer
- Recirculation Pump & Pump Prime
- Filtration
- Pool Inlets
- Recirculation Accessories
- Flow Meter
- Hypochlorinator
- Pressure Gauges
- Water Heaters
- Therapeutic Pools

### SWIMMING POOL CARE & SAFETY

- Pool Care, Safety & Cleaning
- Pool Surroundings & Safety
- Safety Equipment
- Pool Markings/Enclosure
- Artificial Illumination
- Non-slip Surfaces
- Controlled Access
- Turbid Water
- Indoor Pools
- Cross Connections
- Therapeutic Pools
- Bromine
- Health & Safety Problems
- Operational Instructions
- Pool Side Signs
- Swimming Pool Care Checklist
- Swimming Pool Safety Plan
- Pseudomonas Contamination Clean-up
- Protocol

### SAFE HANDLING OF CHEMICALS

- Storage of Chemicals
- Pool Maintenance Records
- Sodium Hypochlorite & Calcium Hypochlorite
- Muriatic Acid
- Chemical Balance
- Chemical Storage & Handling
- Gas Chlorine Operation & Maintenance
- What is pH & What is Total Alkalinity
- Testing pH & Testing Total Alkalinity
- Langelier Saturation Index
- Water Chemistry for Swimming Pools

### CHLORINE

- Chlorine & Pool Records
- Chlorination and Terminology
- Effective Chlorination
- Bathing Load & Sunlight
- Chlorine Sources
- Calcium & Sodium Hypochlorite
- Cyanuric Acid & Chlorinated Cyanurates
- Superchlorination & Chlorine Testing
- Testing High Chlorine Residuals
- Chlorine Dilution Table
- Test Kits
- Salt Water Pools

### WINTER SHUTDOWN/SPRING OPENING

- Emptying the pool
- Water left in the pool
- Opening the pool
- Equivalentents

### SWIMMING POOL TROUBLESHOOTING

- Algae growth
- Chlorine
- Cloudy water
- pH balance
- Turbidity

### POOL OPERATORS' VOCABULARY

#### SUPPLIED BY R.M.T.I.

- ⇒ Online profile with Username & Password
- ⇒ Textbook (online & hardcopy)
- ⇒ 5 Assignments, 5 Chapter Exams & Final Exam
- ⇒ Official Tax Receipt

#### ON SUCCESSFUL COMPLETION

- ⇒ CSPO Designation & Certificate of Achievement

#### COURSE DURATION

- ⇒ Total course: 80 hours
- ⇒ Full time study; 2 weeks
- ⇒ Part time study; 4 weeks

#### EXPERIENCED INDIVIDUALS

Your certificate of achievement shows present and potential employers that you are qualified in the day to day operations of recreational equipment consisting of swimming pools, spas, hot tubs and jacuzzis. This knowledge will give you a clear advantage over others that are not trained in the field and will help you open doors to some new career opportunities!



# RESIDENT MANAGERS' TRAINING INSTITUTE

Suite 1500 - 701 West Georgia Street, Vancouver, BC V7Y 1C6

Toll Free - 1-800-665-8339 - Vancouver - 604-681-5456

Fax Toll Free: 1-866-428-2258 email: info@RMTI.ca

- BBB - A+ Accredited
- Industry Recognized
- Government Certified



## CSPO - CERTIFICATE COURSE APPLICATION/REGISTRATION

NAME OF APPLICANT(S): <i>(Please Print)</i>	1. _____ <i>(First name)</i> <i>(Last name)</i>
	2. _____ <i>(First name)</i> <i>(Last name)</i>
COMPLETE ADDRESS: _____	
CITY: _____	PROVINCE: _____
POSTAL CODE: _____	
TELEPHONE (H) _____	(C) _____
(B) _____	
EMAIL:(1) _____	(2) _____
How did you hear about RMTI? _____	

**Please choose only one of the following:**

Single course - \$750.00 (Textbook included)

Couples course - \$1400.00 (Textbooks included)

**Please choose your payment method:** Visa  MasterCard  Interac e-transfer

Certified Cheque/Money Order (enclosed)

Your full name as it reads on your credit card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiry date: (MM/YY) \_\_\_\_\_ 3-digit number (back of card) \_\_\_\_\_

Full address (where credit card statement is sent) if different from the above applicant's address \_\_\_\_\_

If credit card holder has a different name to one of the above applicants please provide their address/phone # \_\_\_\_\_

*I understand that the total course fees for the above selection are fully payable herewith by certified cheque, money order, e-transfer or credit card. If paying by credit card you may phone for immediate shipment! Start date is deemed to be the date you receive your course material either electronically (by way of a username and password emailed or handed to you) and/or by hard copy (material is handed to you by R.M.T.I. or, if being delivered registered post, by Canada Post, the day you receive a notification of delivery from Canada Post and/or sign for receipt of delivery). There are no refunds of course fees once one or more of the above conditions have been met. The R.M.T.I. course must be completed in 1 year from start date otherwise your course will become invalid. I hereby agree to these terms and conditions as set out.*

Signature of applicant: 1. \_\_\_\_\_

Today's Date: \_\_\_\_\_

Signature of applicant: 2. \_\_\_\_\_

Today's Date: \_\_\_\_\_