



## **Application for Certified Technical Representative designation**

The Certified Technical Representative (CTR) designation will attest to your knowledge of recommended construction practices and effective product representation.

### **Objectives**

- To set a high level of professional standard and a high quality of practice for technical sales representation attained through prescribed qualifications and courses through a demonstrated high level of competence and ethical practices
- To provide a program for continuing improvement of technical representation skills and professional development
- To establish a body of knowledge and a standard of conduct for technical sales representation

### **Eligibility**

Prior to completing this application form for certification, ensure that all of the following pre-qualifications are met:

- You must be a current CSC member. (Non-member applicants must include a completed membership application form and fee which will be processed concurrently with the CTR application.)
- You must be or have been actively involved as a sales representative in the construction and related industries, and/or be or have been a student in post-secondary institution and have taken studies related to the building design and construction industries
- You must have successfully completed the current CSC Principals of Construction Documentation (PCD) course
- You must have successfully completed the current Technical Representative (TR) course
- You must have successfully completed a CTR Panel Presentation, having demonstrated a competency achieved through experience and CTR education programs by means of a successful technical sales presentation to a local CTR review panel in a format laid out in the TR Presentation Criteria



## **Application Fee**

Enclose the required application fee of \$120.00 (Plus tax). Make cheque payable to Construction Specifications Canada. Payment can also be made through [www.csc-dcc.ca](http://www.csc-dcc.ca)

## **Certification Maintenance**

CSC Members who hold a Certified Technical Representative (CTR) designation are required to maintain their status through a documented program of Continuing Professional Development and Education Hours. In each membership year (calendar year) the member is required to participate in a total of 15 hours of Continuing Professional Development and Education (CPDE) activities. This program is meant to aid in furthering the recognition by industry participants of CSC designations by building on the value of integrity of the programs as well as that of the registered or certified members. The renewal program will ensure that registered/certified members of CSC continue to learn and develop their skills as well as share their expertise with others in the industry.

As a Certified Technical Representative, you will be asked on a yearly basis (during the Membership renewal) to complete a Registration and Certification Renewal Form, failure to complete this form may result in the revoking of your designation by the Education Certification Committee (ECC).



Please complete the following form, including recent job descriptions, and contact information with email addresses. Attached a current curriculum vitae (resume) listing in chronological sequence your work experience, including references. This information will be used to confirm your eligibility for certification, and will remain confidential based on the CSC Privacy Act found at [www.csc-dcc.ca](http://www.csc-dcc.ca).

1. PERSONAL AND BUSINESS INFORMATION (Please type or print clearly. This information will be used on any certificates issued)

Name (Last, First, Middle):	
Home Address:	
Company Name:	
Company Address:	
Phone:	E-mail:
Job Title:	

2. ACADEMIC TRAINING\*

Name and Address of Institution	Attendance		Certificate, Diploma or Degree obtained
	From	To	

\* Include any CSC courses taken

3. RELATED ASSOCIATION/SOCIETY MEMBERSHIPS

Organization	Dates of Membership	Offices Held

#### 4. WORK EXPERIENCE

Describe experience showing its relationship to technical representation. Use attachments to supplement data on this page, and to explain responsibilities. Provide complete mailing addresses.

Company Name and Full Mailing Address:		
From:	To:	Title:
Immediate Supervisor:		Duties:
Major Clients: (provide minimum of three, as applicable)	Architectural/Engineering Firms:	
	Schools:	
	Contractors:	
	Others:	
Customer/Client References (two requested):		
1.		
2.		

Company Name and Full Mailing Address:		
From:	To:	Title:
Immediate Supervisor:		Duties:
Major Clients: (provide minimum of three, as applicable)	Architectural/Engineering Firms:	
	Schools:	
	Contractors:	
	Others:	
Customer/Client References (two requested):		
1.		
2.		

Company Name and Full Mailing Address:		
From:	To:	Title:
Immediate Supervisor:		Duties:
Major Clients: (provide minimum of three, as applicable)	Architectural/Engineering Firms:	
	Schools:	
	Contractors:	
	Others:	
Customer/Client References (two requested; name and telephone number):		
1.		
2.		



**Signature**

Information submitted with this application will be used by Construction Specifications Canada only to verify representations made by the applicant. Such information will not be divulged to any other person.

I hereby certify that the information presented herein is true, accurate and complete and I authorize Construction Specifications Canada to verify any information provided by me with my current employer, past employer(s) or other references.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

**The original of this application will be kept at CSC association office**

The information within will adhere to the CSC Privacy Act. If approved by the Committee, a certificate will be issued to the applicant, or to the Chapter Education Officer for distribution to the applicant at a future Chapter meeting.

**OFFICE USE ONLY - DO NOT WRITE IN THIS AREA**

Verification of Eligibility	CSC PCD Program	
	CSC TR Program	
	Product Presentation Evaluation Results	
	Membership Status	

Comments:

Acceptance confirmed by (signed and dated):

\_\_\_\_\_  
CTR Subcommittee Chair

\_\_\_\_\_  
CTR Subcommittee Vice-Chair