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**CERTIFIED TECHNICAL REPRESENTATIVE (CTR)  
APPLICATION FORM**

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## **CERTIFIED TECHNICAL REPRESENTATIVE (CTR) APPLICATION FORM**

The CTR designation will attest to your knowledge of recommended construction practices and effective product representation.

- Objectives*
1. 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.
  2. To provide a program for continuing improvement of technical representation skills and professional development.
  3. 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:

1. 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.)
2. 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.
3. Level 1 Principals of Construction Specifications, or the current Principals of Construction Documentation (PCD)
4. Level 2 of the Certified Technical Representative Program, or current Technical Representative (TR) course,
5. CTR Panel Presentation - Demonstration of competency achieved through experience and CTR education programs by successful oral technical sales presentation to a local CTR review panel in a format laid out in the Product Presentation evaluation criteria.

Successful completion of the educational portions and the technical presentation is based on achieving the minimum grade standards in each level as established by the ECC.

*Application Fee* Enclose the required application fee of \$120.00 (Plus tax). Make cheque payable to Construction Specifications Canada. Course fees and maintenance fees are not included.

### **IMPORTANT MESSAGE:**

*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).*

**APPLICATION FOR  
CERTIFIED TECHNICAL REPRESENTATIVE (CTR)  
DESIGNATION**

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:	Fax:
Job Title:	

2. **ACADEMIC TRAINING\***

Name and Address of Institution	Attendance		Certificate/Diploma/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 min. three each, 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 min. three each, 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 min. three each, as applicable)	Architectural/Engineering Firms:	
	Schools:	
	Contractors:	
	Others:	
Customer/Client References (two requested):		
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 the CSC National 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 Level 1 or PCD Program	
	CSC Level 2 or TR Program	
	Product Presentation Evaluation Results	
	Membership Status	

Comments:

Acceptance:

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

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