



DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Licensure and Regulatory Services
 255 Rockville Pike, Suite 100, 1st Floor
 Rockville, Maryland 20850-2368
 240-777-3986; 240-777-3088 (Facsimile)
www.montgomerycountymd.gov/licensure

CERTIFIED SWIMMING POOL OPERATOR (“CSPO”) -FACT SHEET

To operate a swimming pool in Montgomery County, an individual must possess a current Montgomery County Certified Swimming Pool Operator’s License.

NEW APPLICANTS

As a new applicant, how do I obtain a Montgomery County CSPO License?

1. To register for the CSPO exam, contact the Department of Health and Human Services, Office of Licensure and Regulatory Services, at (240)777-3986. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. The exam is given on designated days and times during the week.
2. On the scheduled exam date, arrive 15 minutes prior to the exam time. The Office is located at 255 Rockville Pike, Suite 100, 1st Floor, Rockville, MD.
3. Provide the required CSPO exam documents listed below. *
4. Complete the Certified Swimming Pool Operator License Application.
5. Pay the \$40 CSPO exam fee. **Note:** The exam fee must be a separate payment from the license fee.
6. Take the Montgomery County CSPO exam.
7. Upon passing the exam, pay the CSPO license fee to obtain a Montgomery County CSPO photo identification card.
8. Pay fee: \$40-One year; \$70-Two years; \$90-Three years. Payments made by MasterCard, Visa, Money Order, or Check, made payable to “Montgomery County Government”. **NO CASH payments accepted.**

Required CSPO Exam Documents*

In order to take the Montgomery County CSPO exam, you must provide the following documents on scheduled exam date:

<p>A government-issued photo identification (e.g., driver’s license or passport) with birth date indicating age of at least 17 years old;</p> <p style="text-align: center;">AND,</p> <p>An original signed letter, on company letterhead, from an employer (or equivalent) indicating minimum experience of 1,040 hours (two seasons) as a lifeguard or pool operator;</p> <p style="text-align: center;">AND,</p> <p>Complete and submit an application in person.</p>	OR	<p>A government-issued photo identification (e.g., driver’s license or passport) with birth date indicating age of at least 17 years old;</p> <p style="text-align: center;">AND,</p> <p>An original signed letter, on company letterhead, from an employer (or equivalent) indicating minimum experience of 520 hours (one season) as a lifeguard or pool operator;</p> <p style="text-align: center;">AND,</p> <p>An original course certificate, dated within three years, indicating completion of a 14 hour Department of Health and Mental Hygiene (DHMH) approved pool operator’s course;</p> <p style="text-align: center;">AND,</p> <p>Complete and submit an application in person.</p>
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**Printed emails and copies of letters or signatures will not be accepted.*

PLEASE NOTE:

- The time allotted for the exam is two (2) hours. Applicants arriving late must reschedule or complete the exam within the scheduled two hour timeframe. No additional exam time is given.
- A calculator and English language dictionary is provided, upon request.
- Applicants with special needs should contact the Office of Licensure and Regulatory Services for accommodation information.
- To reschedule or cancel an exam, contact the Office of Licensure and Regulatory Services at (240)777-3986,. Monday through Friday, 8:00 a.m. to 4:00 p.m.

APPLICANTS FROM OTHER MARYLAND JURISDICTIONS

As an applicant with a current CSPO license from another Maryland jurisdiction, how do I obtain a Montgomery County CSPO License?

1. Visit the Department of Health and Human Services, Office of Licensure and Regulatory Services. The Office is located at 255 Rockville Pike, Suite 100, Rockville, MD. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.
2. Present the current CSPO license identification card from another Maryland jurisdiction and a government-issued photo identification (e.g., driver's license or passport).
3. Complete the Certified Swimming Pool Operator License Application.
4. No exam necessary.
5. Pay the CSPO license fee and obtain a photo identification card. CSPO License Fees: \$40-One year; \$70-Two years; and \$90-Three years. A Montgomery County CSPO photo identification card will be issued, to expire on the same expiration date as the card from another Maryland jurisdiction.

LICENSE RENEWAL

To renew a Montgomery County CSPO license, an applicant must recertify by completing an approved DHMH pool operator's course **OR** pass the Montgomery County CSPO exam. Either of these must be done within 180 days of the exam expiration date indicated on the Montgomery County CSPO photo identification card. If a Montgomery County CSPO license is not renewed within 180 days of the exam expiration date, the operator is considered a New Applicant and must follow all of the procedures for New applicant listed (see Page One).

How do I renew a Montgomery County Certified Swimming Pool Operator's License?

1. Visit the Department of Health and Human Services, Office of Licensure and Regulatory Services. The office is located at 255 Rockville Pike, Suite 100, 1st Floor, Rockville, MD. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.
2. Provide the required CSPO license recertification documents listed below.*
3. Complete the Certified Swimming Pool Operator License Application.
4. If applicable, pay the \$40 CSPO exam fee and take the Montgomery County CSPO exam.
5. Pay the CSPO license fee to obtain a Montgomery County photo identification card. CSPO License Fees: \$40-One year; \$70-Two years; \$90-Three years. A renewed CSPO card will have a new exam expiration date, which will be three (3) years from the date of the new exam date, listed on the old Montgomery County CSPO card.

Required CSPO License Recertification Documents*

<p>A government-issued photo identification (e.g., driver's license or passport);</p> <p style="text-align: center;">AND,</p> <p>Current Montgomery County CSPO card;</p> <p style="text-align: center;">AND,</p> <p>An original course certificate dated within three years (3), indicating completion of a 14 hour Department of Health and Mental Hygiene approved pool operator's course;</p> <p style="text-align: center;">AND,</p> <p>Complete and submit an application in person.</p>	<p>OR,</p>	<p>A government-issued photo identification (e.g., driver's license or passport);</p> <p style="text-align: center;">AND,</p> <p>Current Montgomery County CSPO card;</p> <p style="text-align: center;">AND,</p> <p>Schedule and complete the Montgomery County CSPO exam;</p> <p style="text-align: center;">AND,</p> <p>Complete and submit an application in person.</p>
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