



Membership Application Procedures

To apply to become an RSTC Authorized Membership, please complete the following steps. If you need help or have any questions regarding this application, please contact RSTC Membership Chairman, PO Box 11083, Jacksonville, FL 32239 or email info@wrstc.com.

Step 1 — Review the [RSTC Membership Standards] to assure that you qualify for a membership.

Step 2 — Complete the Applicant Information.

Step 3 — Mail to RSTC, PO Box 11083, Jacksonville, FL 32239:

- Completed **Authorized Membership Application**

Step 4 — Application Review.

- a) The initial application is the vehicle for a very preliminary review, checking only the time in business and to quickly ascertain the applicant is primarily in the Recreational Scuba Diving Business. The application outlines the basic membership requirements. Include the processing fee with this application.
- b) If the cursory review indicates the applicant doesn't meet the basic requirement, the applicant will be provided a written explanation of why they don't qualify for membership.
- c) If it's determined the applicant meets at least the basic time and business-emphasis qualifications, they are sent the full membership requirements needed to comply with RSTC Code of Conduct, bylaws, the documents are used to verify compliance with RSTC standards, etc. The applicant would need to formally confirm they've reviewed and are willing to comply with all membership requirements and wish the RSTC board to further consider their membership request. Along with confirmation, applicant is to send the 6 sets of standards, the instructor list and their RSTC standards compliance review document. Upon receipt of the required documents, the check is deposited and the in-depth review of their application begins.
- d) Timeline for application review:
 1. Preliminary application review completed and responded to – 5 working days.
 2. First review of standards compliance document completed and commentary provided inclusion in one document – 12 working days.
 3. Review of combined standards review comments document – 7 working days.
 4. Standard compliance clarification correspondence sent to applicant – 6 weeks after receipt of the applicant's standards compliance review document.
 5. Review of applicant's response to standards clarification correspondence – 7 working days.
 6. Completion of the instructors-in-30-states survey – one month.
 7. Review completed and formal vote on membership by letter, fax or email – 5 working days after all requested documentation and clarifications have been provided by applicant.
 8. If membership approved, new membership agreement is sent to applicant – 1 day; if membership not approved, letter explaining why the applicant does not qualify for membership is sent – 5 working days.

Note: The timeline is subject to change for reasons beyond the control of the RSTC.

DEFINITION OF RECREATIONAL DIVER CERTIFICATION BUSINESS

Article II Section 2 of the RSTC By-Laws

Non-commercial, non-scientific, non-industrial diving using compressed (atmospheric) air. An association, firm, corporation or other entity shall be deemed to be engaged primarily in the recreational diver certification business if more than sixty percent (60%) of its gross revenues are attributable to: the training and certifying of divers using compressed (atmospheric) air for no-decompression diving up to 130 feet/40 meters, and the processing of recreational diver certification cards, membership dues from diving instructors and/or stores, the sale of recreational diver training and recreational diver instructor training materials, and fees for the training of recreational diving instructors.

APPLICATION REVIEW AND APPROVAL

- I. At the time of membership application, the following documentation shall accompany the application form:
 1. City/State Business License showing four (4) years in business.
 2. Names, addresses and phone numbers of teaching status instructors in thirty of the United States. (*This information will only be used to research Qualification Requirement #3*)
 3. Five (6) copies of recreational diver course standards.
 4. Five (6) copies of instructor standards of conduct.
 5. Five (6) copies of recreational diving instructor course standards and training procedures.
 6. \$250.00 non-refundable application fee.
- II. Upon receipt, the RSTC will review the application and provided documentation. Additional documentation may be requested to assist the RSTC with its review.
- III. If the application review indicates the applicant is eligible for membership, a copy of the RSTC Bylaws, Code of Conduct and Membership Agreement shall be provided. The applicant's subsequent agreement to comply with RSTC Bylaws, Code of Conduct and Membership Agreement is a condition of membership approval.
- IV. Membership requires unanimous RSTC Board approval.
- V. Applicant agrees to pay dues and other fees established by the RSTC Board (currently, quarterly dues of \$600, plus annual \$100 WRSTC dues). First payment of \$700 due upon membership approval by RSTC Board.

R · S · T · C
RECREATIONAL SCUBA TRAINING COUNCIL

PO Box 11083
Jacksonville, FL 32239
Phone:
E-mail: info@wrstc.com

R · S · T · C

RECREATIONAL SCUBA TRAINING COUNCIL

Membership Application

Applicant Name (Organization) _____

Street Address _____

City _____ State _____ Zip _____

Mailing Address (If different from above) _____

Telephone () _____ Fax () _____

Contact Person _____

Title _____ Email _____

List the names of those individuals who would be approved to attend RSTC meetings and vote on behalf of your company:

QUALIFICATION REQUIREMENTS:

- I. Applicant is engaged primarily in the "recreational diver certification business" (see page 2 for definition).
- II. Application has been engaged in the recreational diver certification business for a period of not less than four (4) years.
- III. Applicant is engaged in the recreational diver certification business in at least thirty (30) of the United States.
- IV. Applicant publishes definitive courses for training recreational divers and recreational diving instructors, and instructor standards of conduct.
- V. Applicant's standards must meet or exceed current RSTC Standards at the time of application.

I understand, accept and abide by Qualification Requirements and the Application Review and Approval Procedures. I also understand that, applying for an RSTC Authorized Membership or simply meeting RSTC Standards does not imply acceptance. Membership is granted at the sole discretion of the RSTC Board of Directors and may be revoked at any time.

Signature of Contact Person

Date

Send completed application to:

Recreational Scuba Training Council, P.O. Box 11083, Jacksonville, FL 32239-1083 USA

Note: Documentation of the above qualifications (see page 1) and a \$250.00 non-refundable application fee must accompany this application.

Date Application Received: _____

Date of Board Review: _____

Action Taken: _____