

ASBA RECERTIFICATION HANDBOOK

Tennis/Track/Sports Fields

This handbook has been published to help you through the recertification process. You can make the process easier for yourself by following these easy steps:

1. Read through the entire handbook before beginning.
2. Follow all instructions in the handbook carefully.
3. Type or print all information legibly.
4. Send a complete application package.
5. Use a paperclip for any attachments. Please do not staple.

If you need additional help, or have any questions or concerns, you may contact the ASBA office by at 866-501-2722, 410-730-9595 or info@sportsbuilders.com. Updated information, including fees, is available on the ASBA website at www.sportsbuilders.org.

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ELIGIBILITY REQUIREMENTS

ASBA certification is open to builders currently or recently engaged in tennis court, running track or field construction. To qualify for recertification, candidates must meet the following criteria:

Candidates must be actively engaged in the industry in order to recertify. Certification is not merely an “honor,” i.e., recognition of past achievement, but an indication of current competence, which can be relied upon by owners. Certification assumes that those being recertified are active in the industry in a way that would insure their ongoing knowledge and skills in examination content as the industry changes over time. To be eligible for recertification, whether by examination or by points, tennis, track or field builders must also demonstrate 50 eligibility points with points in at least three of the five areas covered by the recertification spreadsheet, for projects completed within the three years since initial certification or since the last recertification.

It is not necessary to be a member of the ASBA to participate in the tennis, track or field builder’s certification program. However, in recognition of the ASBA’s financial underwriting of the program, members are allowed a discounted certification/recertification fee.

RECERTIFICATION

Certification for tennis court, running track and sports field builders is granted for a period of three years. The certification period begins with the date certification or recertification is granted (the exam date or the deadline for submission of recertification by contact hours) and ends on December 31 three years later; i.e. certification or recertification granted as of 5/31/11 is valid through 12/31/14.

Candidates may recertify either by taking the then current certification examination or by submitting an application for recertification by points.

In any given year, a certified builder with a certification date of 12/31 of the current year will have several opportunities to recertify by exam during the year at meeting sites pre-determined and advertised by ASBA or at a pre-arranged date at ASBA headquarters in Maryland. Certified builders may also recertify via continuing education points accumulated any time between January 1st of the year following certification or recertification and the December 31st deadline.

Candidates will be sent a reminder of their expiration to the last address listed in the ASBA database. Please keep your address current by notifying ASBA of any changes.

RECERTIFICATION BY EXAMINATION

Candidates may recertify by taking the then-current certification exam under the same conditions and for the same fees as those sitting for initial certification, except that those applying for recertification need only meet the eligibility requirements stated for recertification. For additional information on the examinations, please see the Certification Handbook.

RECERTIFICATION BY CONTINUING EDUCATION POINTS

To qualify for recertification by continuing education points, a candidate must demonstrate eligibility (see “Eligibility” above) and demonstrate the completion of 40 approved continuing education points by submitting a Recertification Verification Form and attachments, including copies of relevant writings, programs and other documentation. At least 25 of those continuing education points must be from ASBA-related activities. Up to 5 of the 40 points may come from ASBA or external general business management related educational programs that enhance the builders’ ability to manage a business. The agendas/curriculum for these programs should be submitted to ASBA in advance for approval and so that the number of continuing education points can be determined.

Since continuing education points are accepted in lieu of re-examination, approved points must be in specific categories and must include specific content which mirrors the content of the examination. The goal of the Committee in designing the recertification by points program is to identify activities (such as attending educational seminars like those given at ASBA’s Technical Meeting) which provide sufficient continuing education in current methods and materials in tennis court, running track and sports field construction that it can be reasonably assumed that a candidate who has completed those activities would be able to pass the then-current examination.

In addition to attending technical seminars and workshops, the continuing education points program includes a wide spectrum of opportunities such as:

- making presentations dealing with tennis court, running track or sports field construction at professional seminars and workshops such as those offered by the ASBA, or at programs aimed at owners, end users or interested parties such as USTA, USPTA, USPTR, industry vendors, the NRPA, STC, STMA, the U.S. Track Coaches Association or similar organizations;
- authoring technical articles for *Newsline*, or for industry publications such as *Tennis Industry* magazine, *SportsTurf* magazine or *USA Track & Field*, participating on a review committee for the tennis, track or sports field construction manuals and guidelines, or authoring technical articles aimed at owners, end users or interested parties;
- working on ASBA committees, or those of other industry associations, on projects dealing with technical topics, current methods and materials and other content found on the examination. For ASBA committees, this would include, for example, the Awards Committee, which must judge entries against current construction standards. Volunteering on operational committees, such as the Nominations & Elections Committee or the Finance Committee does not include exposure to technical topics and, therefore, does not count for continuing education points;
- participating in research in the tennis court, running track or sports field building, such as ASBA’s surface testing research.

A more complete description of each of the categories is listed below.

Continuing education points for recertification must be accrued during the three year period beginning on January 1 following the date of certification or recertification (the exam date or the

deadline for submission of recertification by points) and ending on December 31 three years later. No points acquired before the beginning the three year period or after the end of the three year period will be counted toward recertification. The decision of the Certification Committee with respect to the determination of points to be awarded for any activity is final and is not subject to appeal.

If a person holds more than one ASBA certification, points must be accumulated for each certification using only relevant continuing education per certification area. For example, a technical meeting session that only pertains to tennis cannot be counted towards a Fields certification. Some instances may occur whereby the information pertains to more than one area of certification. If that is the case, you may count the continuing education point(s) for each certification that is relevant. The Certification Committee will determine if the continuing education offering pertains to more than one area of certification.

Keeping Track of Points

ASBA requires documentation to support each entry on the recertification points form, except those resulting from attending ASBA meetings, writing for ASBA publications or participating on ASBA committees, and reserves the right to request additional documentation to support an application at any time. To streamline the process, ASBA supplier members are being asked to supply documentation of their training sessions to certification committees in advance. The certification committees will determine the CEU's and have them listed on the supplier members programs for each session. You should keep a complete record of your points as you earn them. It is a good idea to keep programs from all seminars and workshops you attend, programs from sessions where you speak, articles you've written and similar backup documentation.

If Certification Expires

If your certification lapses, points will NOT be accepted to regain certified status except in the case of a hardship as described below. The only way to be reinstated as a certified builder is to retake the examination.

Hardship Policy

Any candidate who is unable to fulfill the necessary requirements for recertification by the 12/31 deadline in the year of expiration due to circumstances of a serious nature and beyond the candidate's control may be granted a "grace period" until June 30 of the following year provided that the following provisions are met:

- Provide written documentation of the hardship;
- Explain in writing how the hardship has prevented the candidate from completing the recertification process within the published timeframe;
- Pay a fee of \$50.00 with their application for a hardship extension; and
- If recertifying by points, demonstrate that there has been a responsible effort to meet the requirements prior to requesting a hardship extension by providing documentation of a minimum of 20 points earned by the deadline for recertification, or by the time the

request for a hardship extension is made if it can be demonstrated that the hardship prevented the candidate from completing 20 points by the deadline.

A written request for hardship extension, with all required supporting documentation and payment, must be submitted prior to expiration of certification on December 31st in order for certified status to continue pending action by the Certification Committee. No application for hardship extension will be considered if filed after January 31st following expiration of certification, unless it is demonstrated that the hardship also prevented the applicant from filing the request for hardship extension.

The Certification Committee will review the request for hardship extension and provide a written response. If a hardship “grace period” is granted, the candidate will be required to meet all the published requirements, deadlines and fees for recertification by examination or by points prior to June 30 or certification will automatically expire on June 30 of the year following their original recertification expiration date.

Action by the Certification Committee with respect to applications for hardship extension is final and is not subject to appeal.

Fees

The entire amount due in U.S. dollars must accompany the completed application. Applications accompanied by incorrect fees will not be processed and will be returned. There is a fee for returned checks. Please note that failure to pay fees is grounds for revocation of certification.

Make checks or money orders payable to: ASBA. Both personal and employer checks are acceptable.

To avoid international collection fees and to keep costs down, payments made by check or money order must be made in U.S. funds on a U.S. bank. Checks on a foreign bank with “U.S. funds” written on them are not acceptable and will be returned.

To pay fees by charge (MasterCard, VISA or American Express), please complete the charge authorization included in the application packet.

Current recertification fees are:

- ASBA MEMBERS \$375.00
- NON-ASBA MEMBERS \$625.00

Incomplete applications will be returned to candidates for correction and resubmission. A reprocessing fee of \$20.00 will be imposed for all incomplete applications returned to candidates and resubmitted.

Refund Policy

ASBA recertification fees are non-transferable and non-refundable.

Fees and refund policies are subject to change without notice. Please call ASBA or consult the ASBA website at www.sportsbuilders.org for the most current schedule of fees.

CERTIFICATION POLICIES

Revocation of Certification

ASBA has the right to revoke any certificate which it has issued in the event that the recipient engages in past or current conduct found to be not in compliance with the program's procedures or professional standards. An individual whose certification is revoked may no longer claim to be certified or use the certification designation. He or she must return his or her certificate.

A review and appeal process is available for any individual whose certificate is pending revocation or has been revoked. Revocation of certification does not constitute evidence that the practitioner acted wrongly or became incompetent.

Tennis, track and fields certification may be revoked for any of the following reasons or for any other reason which the Certification Committee determines demonstrates that the individual does not meet the program's professional standards:

1. Falsification of the certification or recertification application.
2. Falsification of any information requested by ASBA.
3. Failure to maintain eligibility requirements.
4. Failure to pay fees.
5. Misrepresentation of ASBA membership or certification status.
6. Conviction of a felony.
7. Cheating on the examination.

Review and Appeal

A review process and an appeal procedure are available for candidates whose applications have been rejected or for those whose certifications have been revoked.

This is a two-step process. First, a review will be conducted by the ASBA Certification Committee. If the candidate is still dissatisfied after that review, an appeal hearing will be held by the ASBA Board of Directors.

Within thirty (30) days of the postmarked date of the notification letter informing the candidate of the denial of application or of impending revocation, a candidate may file a request for a review. The letter requesting a review should include the name, mailing address and telephone numbers (work and home) of the candidate, a copy of the notification letter and the specific reason for the request for review. It should be sent via certified mail, return receipt requested, to ASBA Headquarters, 9 Newport Drive, Suite 200, Forest Hill, MD 21050.

A candidate requesting a review should expect a response to his or her request within forty-five (45) days.

It should be noted that while both the ASBA Certification Committee and Board of Directors have the authority to modify or reverse decisions with regard to certification or with regard to revocation of certification, their action will be based only on whether or not the decision made was reached in accordance with the policies and procedures of ASBA then in effect through a fair and impartial process. Neither the Certification Committee nor the ASBA Board is likely to change the requirements for certification or the policies with regard to revocation of certification in an individual case or with respect to an individual appeal.

The cost of a review or appeal will be borne by the individual requesting the review or appeal. This may include photocopying, mailing, telephone charges and, in some cases, travel and accommodations for an appeal hearing.

Non-Discrimination

ASBA does not discriminate on the basis of race, age, gender, sexual orientation, political or religious beliefs, disability or national origin.

Use of Logo

Certification is a personal designation, earned by an individual through years of work and hours of study. It does not apply to a company as a whole. Certified individuals should insure that company brochures, stationery, etc., reflect the personal and individual nature of the designation. Printed materials should indicate clearly that the company employs or is owned by a certified builder, not that the company itself is certified. Any time the designations “CTB”, “CTCB”, “CFB”, “CFB-N” or “CFB-S”, the words “Certified Track Builder”, “Certified Tennis Court Builder”, “Certified Field Builder”, “Certified Field Builder – Natural” and “Certified Field Builder – Synthetic” or the certified logos are used, they should be associated with the name of the certified individual, except that companies may state that they have a “Certified Tennis Court Builder”, “Certified Track Builder”, “Certified Field Builder”, “Certified Field Builder-Natural” or “Certified Field Builder-Synthetic” on staff. Use of the certification logo shall at all times be in accordance with the rules and policies of the Association in effect from time to time.

Confidentiality Policy/Publication or Release of Information

ASBA respects the privacy of all applicants. All materials submitted with applications, any action taken on applications and information regarding individual performance on the examination will be held in confidence except as required by the process (i.e., review by Association staff, Certification Committee and/or Board of Directors) or by law.

ASBA, however, has an obligation to the public. Therefore, it responds to questions from employers, owners and others regarding whether or not an individual is certified. Additionally, since publishing and releasing the names of certified builders and/or successful candidates recognizes those individuals and encourages certification, ASBA reserves the right, without limitation, to release the names of certified individuals or successful candidates. Application for certification through this program constitutes acknowledgment and acceptance of ASBA’s policy with regard to publication and release of names.

Name and/or Address Change

Please notify ASBA in writing of any changes in your name and/or address during the certification period. Failure to do so may mean you will not receive important information about changes in recertification policies, deadlines, etc.

INSTRUCTIONS

The recertification application packet includes the following materials:

- Recertification application form;
- Recertification job verification form;

- Recertification points forms;
- Recertification spreadsheet;
- Recertification job list form;
- Recertification payment form

Recertification Job Verification Form

The recertification verification form requests each candidate to submit three references (from three different companies) who can verify your work experience and eligibility. One of whom can be from your current place of employment. Secure the names, addresses and signatures of three references (from three different companies). They should read the verification statement, sign and date the form where requested.

TRACK RECERTIFICATION SPREADSHEET

For recertification, track builders must demonstrate 50 eligibility points with points in at least three of the five areas covered by the recertification spreadsheet. Points claimed must be for work completed within the three years since initial certification or since the last recertification. Construction must be completed on all projects listed. See below for a description of categories and minimums:

I. PROJECT ADMINISTRATION

- *Prepare bids and proposals - 1 point per project
- *Prepare/review change orders, owner billings, subcontractor billings, job costs - 0.5 points per project
- *Plan and schedule crews, subcontractors and material deliveries - 0.5 points per project
- *Supervise project – 1.5 points per project

II. SITE, SUBGRADE & BASE WORK

- *Identify site issues (soils, drainage, obstructions, access) - 0.5 points per project
- *General site design (survey, calculate line and grade, construction staking) - 1.5 points per project
- *Prepare site (excavation, grading, slope stabilization, drainage, utilities) - 1 point per project
- *Install base (fine grading, sterilant, geotextile, crushed aggregate, paving) - 1 point per project

III. TRACK LAYOUT

- *Preliminary design (site selection, track geometry, construction methods, overall site plan) – 1 point per project
- *Design track facility (track geometry, perimeter systems, transition areas and chutes, steeplechase) – 1.5 points per project
- *Design field events (high jump, long/triple jump, pole vault, shot/discus, hammer, javelin) – 1.5 points per project
- *Determine track measurements and calculations (best fit, measure line, material quantities/costs, surface) – 1.5 points per project

IV. TRACK SURFACING & MARKING

- *Apply surface (inspect base, prepare base, stage materials, install synthetic surface) 1.5 points per project
- *Striping calculations (events, color plan, lane lines) - 1 point per project
- *Striping layout (radius point, points-of-curve, event markings) – 1.5 points per project
- *Apply marking - 0.5 points per project

V. TRACK RENOVATION

- *Evaluate existing track (geometry, condition) – 1 point per project
- *Implement improvements – 1 point per project

TENNIS COURT RECERTIFICATION SPREADSHEET

For recertification tennis court builders must demonstrate 50 eligibility points with points in at least three of the five areas covered by the recertification spreadsheet. Points claimed must be for work completed within the three years since initial certification or since the last recertification. Construction must be completed on all projects listed. See below for a description of categories and minimums:

I. PROJECT ADMINISTRATION

- *Prepare bids and proposals - 0.2 points per project
- *Prepare/review change orders, owner billings, subcontractor billings, job costs - 0.2 points per project
- *Plan and schedule crews, subcontractors and material deliveries - 0.2 points per project
- *Supervise project - 0.2 points per project

II. SITE, SUBGRADE & BASE WORK

- *Identify site issues (soils, drainage, obstructions, access) - 0.5 points per project
- *General site design (survey, calculate elevation and grade, construction staking) - 0.5 points per project
- *Prepare site (excavation, grading, slope stabilization, drainage, utilities) - 0.5 points per project
- *Install base (fine grading, sterilant, geotextile, crushed aggregate, paving) - 0.5 points per project

III. CONSULT WITH OWNER OR DESIGN PROFESSIONAL

- *Plan and design a single or multiple court project or renovation - 1 point per project

IV. TENNIS COURT COATINGS, FENCING

- *Install or supervise court surface (except blended lines for 10 & Under courts cannot be used for points) - 0.2 points per court
- *Install or supervise tennis court equipment - 0.1 point per court

V. TENNIS COURT MAINTENANCE & REPAIR

- *Analyze reasons to alleviate problems - 0.1 point per court
- *Recommend products and systems to increase life of court - 0.1 point per court

SPORTS FIELD RECERTIFICATION SPREADSHEET

For recertification sports field builders must demonstrate 50 eligibility points with points in at least three of the five areas covered by the recertification spreadsheet. Points claimed must be for work completed within the three years since initial certification or since the last recertification. Construction must be completed on all projects listed. See below for a description of categories and minimums:

I. PROJECT PLANNING

- *Evaluate existing site and requirements – 0.5 points per project
- *Develop project specifications - 1 point per project
- *Consult with owner or design professional on project scope - 1.5 points per project
- *Finalize scope and provide preliminary budget – 1 point per project

II. PROJECT ADMINISTRATION

- *Prepare bids and proposals – 1 point per project
- *Prepare/review change orders, owner billings, subcontractor billings and job costs – 0.5 points per project
- *Plan and schedule crews, subcontractors and material deliveries - 0.5 points per project
- *Supervise project – 1.5 points per project

III. SITE, SUBGRADE & BASE WORK

- *Identify site issues (soils, drainage, obstructions, access) - 0.5 points per project
- *Prepare site and subgrade (excavation, grading, slope, stabilization, drainage and utilities) - 1.5 points per project
- *Install concrete (sidewalks, perimeter curbs, track field events, footings, etc.) - 1 point per project
- *Install field irrigation/cooling system – 1.5 points per project
- *Install field base (geotextile fabric, subdrainage, rootzone, irrigation finishes) – 1.5 points per project
- *Laser grading – 1 point per project

IV. FIELD SURFACING & MARKING

- *Verify base to accept surface (grade, planarity, finish) – 1 point per project
- *Install specified surface (synthetic turf, infill, skinned area, warning track, turfgrass, sprigs, seed) – 1.5 points per project
- *Layout/apply field markings – 1 point per project
- *Install field amenities (bases, goals, bleachers, fencing, lighting, scoreboards and other structures) – 0.5 points per project

V. MAINTENANCE

- *Natural turf – fertilize, weed and pest control – 0.5 points per project
- *Natural turf – aerification and topdressing – 0.5 points per project

- *Natural turf – watering, mowing, and over-seeding – 0.5 points per project
- *Synthetic turf – cleaning, grooming and topdressing/infill – 0.5 points per project
- *Synthetic turf – seam failures and tears – 0.5 points per project
- *Synthetic turf – periodic testing – 0.5 points per project

When completing the recertification spreadsheets, please include only work in which you, individually, participated regardless of the scope of work performed by your company in connection with the project. Construction must be completed on all projects listed.

To complete the recertification spreadsheet, list the project names and dates across the top under “Job Name/Date.” Then, list 1 (for one project) or the number of courts (if applicable) in the columns. Give yourself a number only on the lines describing work in which you, personally, played a role on that project. Once you have completed the columns and rows for projects/courts/roles, add across each row and multiply the resulting total by the number of points allowed per project or per court for that category, filling in the total in the far right hand column. Add the columns and complete the project and category subtotals and the grand total.

Recertification Points Form

The Recertification Points Form requests each candidate for recertification by continuing education points to identify and categorize all continuing education activities to be submitted for approval.

Using the specific category descriptions, which follow, and noting the maximums and minimums, where applicable, organize your documentation by category to complete the form. Copy all publications, programs and other supporting documentation. Do not submit original materials. All materials submitted must be in English or you must supply an accurate translation of the information required by the Certification Committee.

Since ASBA is recognized as the centralized source for information on tennis courts, running tracks and sports fields, emphasis is placed on points accumulated by attending ASBA meetings or by participating in ASBA activities. A candidate for recertification must submit a minimum of 25 continuing education points from ASBA-related activities. **Up to 5 of the 40 points may come from ASBA or external general business management related educational programs that enhance the builders’ ability to manage a business. The agendas/curriculum for these programs should be submitted to ASBA in advance for approval and so that the number of continuing education points can be determined.** You may submit all 40 continuing education points for recertification from ASBA-related activities. Please place your points in the appropriate column on the recertification points form – ASBA-related or Non-ASBA Activities.

If additional space is needed, make extra copies of the recertification points form.

ASBA requires documentation to support each entry on the recertification points form, except those resulting from attending ASBA meetings, writing for ASBA publications or participating on ASBA committees, and reserves the right to request additional documentation to support an application at any time. To streamline the process, ASBA supplier members are being asked to supply documentation of their training sessions to certification committees in advance. The certification committees will determine the CEU’s and have them listed on the supplier members programs for each session. You should keep a complete record of your points as you earn them.

It is a good idea to keep programs from all seminars and workshops you attend, programs from sessions where you speak, articles you've written and similar backup documentation.

Please note the following specific points of information by category.

Category 1

Category 1 includes attendance at ASBA meetings and meetings sponsored by organizations in the tennis, track and fields industry. Six points are awarded for each day of sessions at the Technical Meeting (not including opening reception – 12 points per meeting), three points are awarded for each day of sessions at the Winter Meeting (not including opening reception – 9 points per meeting) and 4 points are awarded for each day of sessions at the Regional Meeting (8 points per meeting). Points awarded for sessions at the meetings of other industry-related organizations (examples: USTA, NRPA, STMA, USTCA, STC, etc.,) are awarded based on the number of hours of sessions, (one contact hour equals one point) the content of which is related to tennis court, running track or sports field rules, design, construction, maintenance, etc. **Up to 5 of the 40 points may come from ASBA or external general business management related educational programs that enhance the builders' ability to manage a business. The agendas/curriculum for these programs should be submitted to ASBA in advance for approval and so that the number of continuing education points can be determined.** Please supply a copy of the program of non-ASBA meetings to document that portion of the content for which points are claimed.

Additional points may be earned in Category 2 for speaking and in Category 3 for participation in volunteer activities, committees etc. during ASBA and other meetings. For points to be accepted, you must be a registered meeting participant at any ASBA meeting for which points are claimed.

Category 2

Category 2 covers speaking, or acting as a panelist, for sessions on construction-related technical topics at seminars, workshops, webinars and conferences. Presentations made at ASBA meetings (Technical, Winter and Regional) or sessions sponsored by the ASBA at the meetings of other organizations count as ASBA-related. You need not provide documentation for points earned as a speaker at ASBA meetings or webinars, but for other speaking engagements, please submit a copy of the program to document your participation as a speaker. The program must include title, date, length of program and program sponsor. Highlight the important information on the program to aid the Committee in evaluating your submission. You will receive 3 points for each hour of programming for which you served as a solo speaker, 2 points for each hour of programming for which you served as one of two or three speakers and 1 point for each hour where you served as one of more than 3 speakers or as a panelist.

Educational material development project work may earn up to 7 points depending on length of project and level of engagement. Points will be awarded at the discretion of the Certification Committee.

Category 3

Points are awarded in Category 3 for participation in any committee or volunteer activity that is directly related to construction methods and materials, facility design or maintenance or other content included on the examination. Participants receive 1 point per year for serving on a committee, 2 points per year for serving as committee chair or co-chair.

Within the ASBA, points are awarded for service on the following committees:
Certification, Awards, Program, Technical, Surface Testing and Education

Category 4

Points are awarded in this category for participation in research projects related to tennis court, running track or sports field construction and maintenance; authoring articles in *Newsline* or other industry-related publications on construction-related technical topics; or for serving as principal author of an ASBA guideline or as a reviewer of guidelines, construction manuals or certification exam revisions.

Two points are awarded for each time a candidate serves as a research participant (i.e., surface testing). The research must be an independent project (not sponsored by a manufacturer or vendor related to a specific branded product) designed to increase the knowledge base in tennis court, running track or sports field construction or to improve owner/user satisfaction or safety.

To earn credit as an author, you must be the primary or secondary author. Two points are awarded to an author per article, chapter or guideline. Authors of publications where there are more than two authors and reviewers earn 1 point for each article, chapter or guideline. Points may be awarded for each of multiple reviews of a document being drafted or revised.

Articles for *Newsline*, guidelines, construction manuals and any article sponsored by, placed or credited to ASBA count as ASBA-related.

Manual or exam revision work may earn up to 7 points depending on length of project and level of engagement. Points will be awarded at the discretion of the certification committee.

Category 5

Points may be awarded for any other volunteer activity not applicable to Categories 1-5 above at the discretion of the Committee. The activity must be directly related to design of tennis, track and sports field facilities, construction methods or materials. Please submit a complete description with supporting documentation for Committee review.

Please note: Candidates must submit a total of 40 continuing education points, 25 of which must be ASBA-related. Any application not including 40 continuing education points, 25 of which are ASBA-related, will be rejected. The determination of the Certification Committee with respect to points to be awarded for any activity is final and not subject to appeal.

The following DO NOT meet the criteria for recertification and are, therefore, not acceptable:

- Points acquired before the beginning of the certification period or after the deadline for submission for recertification unless a hardship extension is granted, except that if you take the examination at any ASBA meeting, all points for that meeting, regardless of whether the examination is given at the beginning or end of the meeting, may be counted.

Recertification Job List Form

Please fill out the Recertification job list form as a backup to the recertification spreadsheet. List the job number, name of project, date of project, name of project reference and phone number of project reference.

Recertification Payment Form

Please indicate whether or not you or your company is an ASBA member. Then, circle the appropriate fee and write in the correct amount submitted with your application.

You may pay by check, MC, Visa or AE. If paying by check, make your check payable to: ASBA.

To avoid international collection fees and to keep costs down, payments made by check or money order must be made in U.S. funds on a U.S. bank. Checks on a foreign bank with "U.S. funds" written on them are not acceptable and will be returned.

If paying by charge, complete the authorization form by providing your charge card number, expiration date and signature authorizing ASBA to charge your account.

A complete packet consists of:

- Recertification application form;
- Recertification job verification form;
- Recertification points form;
- Recertification spreadsheet;
- Recertification job list form;
- Recertification payment form

Mail/email or fax your completed application packet to:

ASBA
9 Newport Drive, Suite 200
Forest Hill, MD 21050
info@sportsbuilders.org
Fax: 410-730-8833

DISCLAIMER

The candidate understands that:

It is not the intent of the American Sports Builders Association and its members to qualify or permit any certified builder to perform any service that is permitted only by professional licensure or state law.

The ASBA does not represent that certified builder status fulfills any requirement of state or local law.

This examination is not offered to be used as a qualification for promotion or employment.

The ASBA does not guarantee the technical competence or quality of work of a candidate achieving a passing score.

ASBA reserves the right, without limitation, to release the names of certified individuals and/or successful candidates and to respond to inquiries regarding the certification status of individuals.