



# Certified Ceramic Tile Salesperson Application

Return completed application with payment to:  
Ceramic Tile Distributors Association  
800 Roosevelt Road, Building C, Suite 312  
Glen Ellyn, IL 60137

**Applicant Information:** *Please complete all information.*

Name \_\_\_\_\_  
Employer \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_  
Work Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
Email: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number of years employed in the ceramic tile industry \_\_\_\_\_

## Educational Background

*Check highest level attained*

**Grade School** # Years \_\_\_\_\_  
**High School**  
# Years \_\_\_\_\_ Diploma \_\_\_\_\_  
**Technical Institute**  
# Years \_\_\_\_\_ Diploma \_\_\_\_\_  
**College**  
# Years \_\_\_\_\_ Diploma \_\_\_\_\_

## CCTS Eligibility Requirements

CTDA's certification program is designed to elevate professional standards, enhance individual performance, and recognize those individuals who demonstrate the knowledge and critical skills necessary to provide effective service and solutions in the ceramic tile industry.

To be eligible for the CTDA certification program an applicant must:

- Have been employed for at least 2 years in the ceramic tile industry.
- Agree to the policies for use of the CCTS Designation and Logo, and any other relevant policies (see next page of this form).
- Complete this application and pay the appropriate filing fee (indicate fee below):  
 \_\_\_\_\_ \$325 (1-4 employees of CTDA members and participating manufacturers)  
 \_\_\_\_\_ \$275 (5-9 employees of CTDA members and participating manufacturers)  
 \_\_\_\_\_ \$225 (10+ employees of CTDA members and participating manufacturers)  
 \_\_\_\_\_ \$499 (employees of non-CTDA member distributors or non-participating manufacturers)  
 \_\_\_\_\_ \$100 Retake

This certifies that I meet the above requirements and agree to the policies for use of the CCTS designation stated on the next page.

I am a Distributor Applicant \_\_\_\_\_

I am a Manufacturer Applicant \_\_\_\_\_

## Test Date and Location

\_\_\_\_\_ CTDA Total Solutions Plus  
\_\_\_\_\_ Coverings  
\_\_\_\_\_ Other

If other specify date and time: \_\_\_\_\_

## Payment Information

Full payment by check, in U.S. funds, or credit card is required at the time of this application. Please make checks payable to Ceramic Tile Distributors Association. Note: Study Guides are included in first-time certification test fee.

Please charge fee to my

Visa  MasterCard  American Express

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Exp Date

\_\_\_\_\_  
Signature required for credit card

\_\_\_\_\_ I want my employer notified of the test results.

\_\_\_\_\_ I DO NOT want my employer notified of the test results.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Employer's Signature Date

**For more information, please call the CTDA office at 630/545-9415 or Fax 630/790-3095**

## **Certified Ceramic Tile Salesperson (CCTS) directions for use of CCTS designation and logo**

A CCTS may use the CCTS designation and CCTS logo in a variety of ways but must adhere to the following directions adopted by the Ceramic Tile Distributors Association:

1. The CCTS designation may be used only in immediate proximity to the holders name on business cards, stationary, office advertising, business and professional listings, and telephone listings.
2. The right to use the CCTS designation and logo are granted to single individuals only, not to the firm for whom they may work or organizations to which they may belong.
3. The designation or logo shall not be used as part of, or in association with, a firm name, trademark, or logo, except by the Ceramic Tile Distributors Association.
4. Neither designation nor logo shall be used in any manner which would reasonably lead other to conclude that someone other than the named CCTS held the designation. Uses of the designation or logo which directly or indirectly extend a CCTS's personal designation to others are prohibited.
5. A CCTS shall not use the CCTS designation in such a way as to imply that it represents knowledge, skills, and professional capabilities greater than those encompassed by the successful completion of the CCTS certification program.
6. A CCTS shall not write, speak or act in such a way as to lead another reasonably to believe the CCTS is officially representing the Ceramic Tile Distributors Association, unless the CCTS has been authorized to do so by the Ceramic Tile Distributors Association.
7. The designation and logo may be used in any other manner which has received prior approval in writing from the Ceramic Tile Distributors Association.
8. If in the sole judgment of CTDA, a CCTS violates all or any part of these directions, or otherwise misuses the CCTS designation or logo, or knowingly permits another to do so, CTDA will have the right to immediately cancel the CCTS's right to use the CCTS designation and logo; and upon such cancellation the CCTS agrees to immediately cease any such use.
9. Each CCTS must renew their certification at three year intervals. If a CCTS does not re-certify, he/she is no longer considered a Certified Ceramic Tile Salesperson and may no longer use the CCTS designation or logo. All certifications expire at the end of a calendar year, regardless of whether earned in the beginning of the year or during the year.
10. The Ceramic Tile Distributors Association in its sole discretion reserves the right to amend these directions or add new ones, and, if it does so, it will so advise all CCTS's.

### **How to prepare for and take the test**

- Complete the study guide enclosed with your application confirmation
- Verify that you are registered for the date and location you selected
- Arrive at your test site early
- Bring 3 references of your choice (such as handbooks or standards manuals) and a hand-held calculator. Note: You may not bring the study guide into the exam.
- You are allotted 180 minutes (3 hours) to complete the test.



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