

# R·S·T·C

RECREATIONAL SCUBA TRAINING COUNCIL

## Membership Application Procedures

To apply to become an RSTC Associate or Voting Member, please complete the following steps. If you need help or have any questions regarding this application, please contact RSTC Council Coordinator, P.O. Box 3275 Stuart, FL 34995-3275 or email [info@wrstc.com](mailto:info@wrstc.com).

**Step 1** — Review the RSTC Qualification Requirements on the membership application to ensure that you qualify for a membership.

**Step 2** — Complete the Applicant Information.

**Step 3** — Mail completed Authorized Membership Application to: RSTC, P.O. Box 3275 Stuart, FL 34995-3275

**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 is determined that the applicant meets at least the basic business-emphasis qualifications, they are then sent the full membership requirements needed to comply with RSTC Code of Conduct and Bylaws, and the documents used to verify compliance with RSTC standards, etc. The applicant would need to formally confirm they have reviewed and are willing to comply with all membership requirements and wish the RSTC board to further consider their membership request. Along with confirmation, the applicant is to send one set of standards for each active member of the council and one for the Counsel Coordinator and their RSTC standards compliance review document. If the applicant is applying for Voting Member status they will need to also provide a active instructor list in (30) thirty of the United States. 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. Standards 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 (for Voting Member status) – 1 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**

The term “recreational diver certification business” shall be defined as follows: Non-commercial, non-scientific, non-military or non-industrial diving using compressed (atmospheric) breathing gas. 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) breathing gas, 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 total years in business.
  2. Names, addresses and phone numbers of teaching status instructors in thirty (30) of the United States. (*For Voting Member status - This information will only be used to research Qualification Requirement #3.*)
  3. Copies of recreational diver course standards\*.
  4. Copies of instructor standards of conduct\*.
  5. Copies of recreational diving instructor course standards and training procedures\*.
  6. \$250.00 non-refundable application fee.

*\*One copy for each current RSTC Member and one copy for the Committee Coordinator*
- 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. Upon membership approval, applicant agrees to pay dues and other fees established by the RSTC Board.

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RECREATIONAL SCUBA TRAINING COUNCIL

PO Box 3275  
Stuart, FL 34995-3275  
E-mail: info@wrstc.com

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## 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 FOR ASSOCIATE MEMBERS:

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

### QUALIFICATION REQUIREMENTS FOR VOTING MEMBERS:

- I. Qualify for Associate membership.
- II. Applicant 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.

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, Inc. P.O. Box 3275 Stuart FL 34995-3275**

*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: \_\_\_\_\_