



Dear Pool and Spa Owners:

Chapter 43A of the Dallas City Code requires a ‘Manager of Operations’ certification for a pool/spa. Certificates are renewable every two (2) years. The certification classes are conducted by the Department of Code Compliance, Multi-Tenant Inspection/Pool Division Program.

To register for a class, the enclosed **Manager of Pool Operations-Class Registration Form** must be completed and faxed to the Department of Code Compliance at (214) 948-4294. Please make sure that you list a class preference date on the form. A registration form must be completed for each person attending the class. You may copy the form if needed. Maximum class size is 40.

Registration is \$40.00 per person if managing a pool in Dallas; and \$60.00 per person if managing a pool outside of the city limits. Complete your class registration form along with your check or money order, made payable to the City of Dallas. Payment must be made in person or mailed to **Special Collections Division** at 1500 Marilla St., Suite 2DS, Dallas, Texas 75201. Payment will not be accepted at class. Registration payments are **non-refundable**. *To cancel or substitute a class, Code Compliance staff must be notified by fax (214) 948-4294 or phone (214) 948-4425/ (214) 948-5397 at least 24 hours prior to class date. Failure to do so will result in payment forfeiture.*

Class instruction will be in Spanish on designated dates.
All students are required to bring a DPD pool test kit, calculator, and a pencil/pen.
Class will begin at 8:30 a.m. – 4:30 p.m.

CLASS SCHEDULE

Bachman Lake Recreation Center 2750 Bachman Dr. Dallas, TX 75220 (214)670-6266 / Mapsco 33C	
January 13, 2009	April 13, 2009
January 22, 2009 (Spanish)	April 27, 2009
February 3, 2009	May 12, 2009
February 17, 2009	May 21, 2009 (Spanish)
March 3, 2009	May 26, 2009
March 24, 2009	

Thurgood Marshall Recreation Center 5150 Mark Trail Dallas, TX 75232 (214)670-1928 / Mapsco 66M	
August 18, 2009	October 20, 2009
September 8, 2009	November 3, 2009
September 22, 2009	November 17, 2009 (Spanish)
October 6, 2009	December 10, 2009

Beckley-Saner Recreation Center 114 W. Hobson Ave. Dallas, TX 75224 (214)670-7595 / Mapsco 54 V	
June 9, 2009	July 21, 2009
June 23, 2009	August 4, 2009
July 7, 2009	August 11, 2009 (Spanish)

Should you need additional information, please contact
 Code Compliance, Multi-Tenant Inspection/Pool Program at (214) 948-4425
If your certification expires at anytime in 2009, you must attend one of these classes.