

USATF Officials Certification/Re-Certification 2017-2020
Southwestern Track & Field Officials Association (SWTFOA)

To become a new certified official or re-certify for the 2017-2020 Olympiad, there are several steps that are to be completed. These steps allow certification/re-certification via email/online. A certification/re-certification clinic is not required. Below you will find a Step by Step process to be able to complete your certification/re-certification. Once you have completed all the requirements, please forward the requested documents to:

jim.carlisle1@verizon.net

Here are the requirements:

1. **USATF Membership – Southwestern Association**
2. **SafeSport**
3. **Background Check**
4. **Official’s Application**
5. **Rules Review Answer Sheet**
6. **Picture**
7. **Certification/Re-certification Payment**
8. **USATF free Officials Shirt- size**

Below you will find specific instructions and screen shots (www.swtfoa.org) for each item:

1. **USATF Membership** - <http://www.usatf.org/Home.aspx>
 - Acquire or renew your USATF Membership- must be maintained for certification
 - a. <http://www.usatf.org/Products---Services/Individual-Memberships.aspx>
 - b. Please keep your membership number and password handy
 - c. Memberships available in multiple years at a discount
2. **SafeSport Training (free) – requires current USATF membership number (expires 2020)**
 - a. www.safesport.org & sign up for the “SafeSport Trained” class
 - b. USATF Membership number required to be properly recorded by USATF
 - c. Choose USA Track & Field as the organization when prompted – 3 modules
 - d. SafeSport completion will automatically populate in the official’s profile
3. **Background Check – requires USATF membership number with password (from #1)**
 - a. <http://www.usatf.org/Resources-for---/-groups-officials-/Certification/Background-Screen.aspx>
 - b. USATF Membership number AND Password required to complete
 - c. it takes 7-10 days for background check to be uploaded to the official’s profile
 - d. \$16.00 fee and you will be required to upload a picture of your driver’s license

Once you have completed the first three (above), you can verify these 3 items by going to the USATF web site, link to:

“resources for” > “coaches” > **“view the published list”** > “ Choose Association...”

Drop down menu to Southwestern and “search”. You can view all those who have completed those 3 items and look for yours. Once your items are present, you can complete your certification/recertification. **Please contact me once these items are present. It may take 7-10 days.**

4. Officials Application Form – send completed form to Jim Carlisle

- a. NEW OFFICIAL editable application link - [..\2017 NEW Officials Certification\Editable NEW OFFICIAL application form.pdf](#)
- b. RE-CERTIFICATION editable application link – link is on the www.swtfoa.org web site

5. Rules Review Answer Sheet- send completed answer sheet to Jim Carlisle

- a. Complete the rules review that corresponds to your certification level
www.swtfoa.org contact jim.carlisle1@verizon.net if unsure
- b. Or request an “online” rules review for Apprentice and Association level
- c. Rule books are online at www.swtfoa.org

6. Picture – send new picture to Jim Carlisle

- a. For your official’s identification card
- b. Required for all **NEW** officials, optional for re-certification

7. Payment

- a. \$40 certification fee – \$20 goes to national office, \$20 stays in SWTFOA
- b. Cash, check, money order, credit card (over the phone)
- c. Payable when all items are present in my side of the system and Official’s Application, Rules Review Answer Sheet, and picture/shirt size has been sent to Jim Carlisle

8. USATF Officials Shirt (free) select your shirt size using this link or let me know when paying

https://docs.google.com/forms/d/e/1FAIpQLSezP_VjnCpABaCsF0eHckFBFafpPDdJcPvE2Re9yUnOqrn75A/viewform

If questions, contact Jim Carlisle @ jim.carlisle1@verizon.net or 214-336-4199

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