



Steps for Certification – High School & USATF Official Levels

High School*: Officials wanting to work only high school meets need to take the National High School Federation Exam and pass with a satisfactory score of 80% correct on a yearly basis like other sports officials and attend a yearly officials' clinic. Submit testing material to MEUSATF Certification Chairman – Donald Berry. *** Note: To be eligible for the NUSATF Officials Liability Insurance you must take the NUSATF Officials exams for your certification level and must maintain a yearly USATF Membership number for the Liability Insurance to be valid.**

USATF Certified Official's:

Association level**

1. Complete an entire Officials' Training Clinic program
2. Submit to MEUSATF Certification Chairman – Donald Berry each of the following:
 - a. A completed open book written exam on the USATF rules with a satisfactory score of 80% correct along with
 - b. A photo, fully completed USATF Certification and Database form, meet resume of athletics events worked during the past 2 years

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National Level** To be promoted to the National Level Certified USATF Official you must:

1. Serve at the Association level for at least **(2)** years as documents by a resume of competitions officiated during the period and completed/signed meet practicum form. This practicum requires official to complete **10** separate athletics competition. At least **10** competitions must include the following types of athletics competition:
 - Meet governed by USATF rules (Youth, Open or Masters)
 - Meet governed by NCAA rules (College or University)
 - Meet governed by High School Federation Rules
2. Complete the USATF open book test on rules with a minimum passing score of 90%
3. Complete a revised USATF Certification and Database form and submit to the Certification Chairperson your meet resume and the certification chair will indicate on the application form area(s) of officiating specialization. This will be required.
4. Attend an officials' clinic

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Master Level** This level is reserved for a very few extraordinary officials specialized in Meet Management, Starting, Track Events, Field Events, Race Walk, Distance Run or Multi-Events. The Master Official must be capable of serving as the head official for an event in a major championship.

1. Serve as a National Level USATF Certified Official for at least **(3)** years
2. Prove under supervision to be an expert official within a specific area of officiating and submit at least **(1)** letter of recommendation from each of the following: **(A)** a current Master Level Official and **(B)** a Meet Director or Coach.
3. Demonstrate a willingness to contribute voluntary service to officiating within your association – i.e. teaching, association business, active participation in fund raising etc.
4. Complete the USATF open book test with a minimum passing score of 95%
5. Attend an officials' clinic in a leadership role as a clinician

*** Note: To be eligible for the NUSATF Officials Liability Insurance you must take the NUSATF Officials exams for your certification level and must maintain a yearly USATF Membership number for the Liability Insurance to be valid.** This insurance is going to give each of us the coverage when we are doing all non-USATF (non-sanctioned meets) track & cross country meets anywhere in the country.

****It is stated position of the USATFOC that all certified officials will take the open book exam every (4) years or at the beginning of the new Olympiad.**

All of the tests for recertification are available at:

<http://www.usatfofficials.com/certification.html>

If you do download and complete the exam for your level, please scan and send it to me for grading. Remember that no one can be certified until the USATF membership and certification fees are paid and a clinic is attended.

The cost of recertification and NEW certifications; this year - 2009 is \$30 plus \$15 to recertify and new certifications. The \$15 fee is for the four years of the Olympiad and the \$30 is for membership in USATF each year. You cannot be certified until both of these fees are paid. \$9.95 of the \$30 fee is for the liability insurance coverage that each of you will have with your membership and must be maintained on a yearly base in order for the liability insurance to be valid (\$30.00).

MEUSATF Certification Chair: Donald Berry 115 Searsmont Rd. Belmont, Me. 04952
E-mail: chemman@fairpoint.net