

Instructions for Completing the Certification Application and Database Form

PLEASE PRINT! If you do not type the information on the form, please make a special effort to print as legibly as possible- **no abbreviations**. Remember, the person entering the information is not familiar with your handwriting. To help data entry, Certification Chairs are to note any changes, updates or upgrades with a **highlighter**. *All those being USATF certified for the first time are to be certified at the **Association level NO Exceptions**. This information is also used to send you a newsletter.*

1. Certification Number: Enter your six-digit **certification number** (e.g., 003792) including the leading zero (A0") provided for you. Leave this blank if you are being *USA Track & Field* certified for the first time or are unsure. This number will then be entered by the USATF Vice Chair - Certifications.
2. Name: Print/Type your **last name** (including Jr., Sr, etc.), your **first name** and your **middle initial (up to 4 characters)**. A Dr. will not be entered in front of your name.
3. Nickname: Indicate any **nickname** (*Smith, Fred G. Lefty*).
4. Address: Indicate your complete **mailing address** (e.g., *Rural Route #1 - Box 438* or *1032 3rd West*). The National Committee may contact you about certain major meets or with general information or Send a newsletter.
5. City: Indicate the name of the city needed for your mailing address (e.g., *Issaquah*).
6. State: Indicate the 2-letter postal abbreviation for the **state** for your mailing address (e.g., *WA*).
7. ZIP Code: Enter the **ZIP code** (5 or 9 numbers) for your mailing address (e.g., *98027* or *98027-0255*).
8. Phone: Provide the **area code and phone number** where you can be reached during the evening hours.
9. Gender: Indicate your gender (sex) by placing a check mark (T) in the appropriate box.
10. Association: Indicate the name of your **local USA track & Field Association** (if not already indicated).
11. First Year: Indicate the **first year** you officiated any track and field events (whether certified or not).
12. Date of 1st USATF/TAC Certification: The *Vice Chair - Certifications* will indicate the date you were first *registered* as a *Certified Official* by TAC/USA or USA Track & Field. Please leave this item blank.
13. Data Current As: Completed by the Vice Chair - Certifications, this date is when the data is received and is approved for database entry. It will be 10/1/2004 or later and indicates the most current effective date of all entered data.
14. Certification Level: Your Association Certification Chair will enter an overall **certification level** status (either *Association, National, Master, or Emeritus*). This level is established, awarded and entered by your Association Certification Chair and is subject to review each four-year Olympiad (i.e., **This level is awarded for the 2004-2008 Olympiad period only**).
15. New Upgrade: Your Association certification Chair will indicate the new overall **certification level** (*Association, National, Master, or Emeritus*) to which you have been promoted.
16. Latest Upgrade Date: Your Association certification Chair will indicate the date on which you were awarded your latest (i.e., current **overall certification level** (*Association, National, Master or Emeritus*)).

16a This is your USATF membership number not your six digit officials number this number must be renewed every year for your officials number to be valid. This number can be obtained online at usatf.org there is a cost to become a member your local certification chair can explain further if necessary.
- 17-19 **Skill Specializations:** The Association Certification Chair will **CIRCLE** an appropriate letter to the left of each **officiating skill area** which applicant **actively** serves as a *competition official*. This indicates the skill rating the applicant has achieved for that officiating skill (i.e., an AA@ will be circled if certified at the Association level for that skill, or AN@ for *National* level, or AM@ for *Master* level). A certification level for any individual skill/event area cannot be higher than your overall certification level, #14 above. It is **NOT possible** to hold a *Master* rating in many skill areas. Thus there should be a variety of levels indicated for *Master* level officials. **Note:** *It is possible to hold the Association level Certification with only one skills circled. Note: New officials may only have six boxes checked off.*
Example: *though I may have an overall rating of Master, but am an Association level Shot Put official, National level Timer and a Master level Umpire. Thus, the AA@ next to the Shot Put would be circled, AN@ next to Timer and AM@ to the left of Umpire.*

Officials holding an overall rating of *Association* level official are **not eligible** for those skill areas which are shaded and marked with an asterisk (*).
- 20-21 **Race/Ethnicity/Age:** This optional information will only be used for *grouped data* to assess our progress toward our goal of promoting diversity, it will **never be linked to any individual for any reason**.
- 21 **Disabilities:** List any disability such as hearing, colorblindness, etc. that would prevent you from working all positions on an event crew Sign and date your form; then return it with the appropriate fees and a digital picture jpg format.
- 22 **Sign and Date your form: Then return it with the appropriate fees and digital picture in JPEG FORMAT.**