



# Application To Upgrade Official's Certification Level

## INSTRUCTIONS

1. You may print out this form and complete it by hand, or copy it to your computer using "Save As ..."
2. Read the upgrade requirements on Page 3. The requirements must be met for each discipline you seek to upgrade.
3. Complete Pages 1 and 2. Be sure to specify which disciplines you seek to upgrade, and to sign and date the form.
4. Follow the instructions on the Recommendation form for obtaining recommendation(s) from other officials.
5. Submit the Application and Reference forms together, either by mail or as an attachment to an email.

Mailing address: **Earl Edwards, USATF Mid-Atlantic, 1209 Painters Crossing, Chadds Ford, PA 19317**

Email address: **ebiggeazzy@aol.com**

**Last name:**

**First name:**

**Middle initial:**

**Certification number:**

**USATF membership number:**

**Current certification level:**

**Date current level obtained:**

(mm/yyyy)

**Upgrade level requested** (select level, then select disciplines):

### Association

Select disciplines:

Starter	Marshal	Hammer/Weight	Race Walk Official
Umpire	Finish/Start Line Administration	Shot Put	Race Walk Judge
Clerk of the Course	Fully Automatic Timing	Discus	LDR/Off-Track Events
Finish Line Official	Paralympic	Javelin	Pole Vault
Horizontal Jumps	Inspector of Implements		High Jump

### National

Select disciplines:

Starter	Paralympic	Inspector of Implements	Race Walk Official
Umpire		Fully Automatic Timing	Race Walk Judge
Clerk of the Course	Horizontal Jumps	Completion Secretary /	LDR / Off-Track Timer /
Finish Line Official	Vertical Jumps	Data Specialist	Recorder
Marshal		Marshal	LDR / Off-Track General
Throws			Athletics for the Disabled

### Master

Select disciplines:

Starter	Horizontal Jumps	Completion Secretary /	LDR / Off-Track Timer /
Umpire	Vertical Jumps	Data Specialist	Recorder
Clerk of the Course	Inspector of Implements	Marshal	LDR / Off-Track General
Finish Line Official	Fully Automatic Timing	Race Walk Official	Athletics for the Disabled
Throws		Race Walk Judge	

I certify that the information submitted in this application is correct. (Signature may be written or typed.)

**Signature:**

**Date:**

*Continued on Page 2.*

**Applicants for NATIONAL AND MASTER LEVELS ONLY**

List two regional, national or international meets you worked at your current certification level.

MEET DATE	MEET NAME	LOCATION	EVENT	ASSIGNMENT

**Applicants for MASTER LEVEL ONLY**

List two additional meets that were regional, national or international OR were outside the Mid-Atlantic area.

MEET DATE	MEET NAME	LOCATION	EVENT	ASSIGNMENT

**ALL APPLICANTS**

List eight meets that you worked at your current certification level. (Do not repeat entries from above.)

MEET DATE	MEET NAME	LOCATION	EVENT	ASSIGNMENT

# Requirements To Upgrade Official's Certification Level

## Requirements to Upgrade from Apprentice to Association Level

1. Serve as an Apprentice-level official for at least two years.
2. Officiate as an Apprentice-level official at a minimum of **8 meets**. Have worked at least 1 association meet per year. High school meets will not be taken into consideration as meets worked.
3. Submit a positive written recommendation from a National or Master-level official who has worked with the applicant.
4. Score at least 85% on the required test(s).

Association Level Disciplines	Required Apprentice Certification
Starter	Track Events
Umpire, <b>Clerk of the Course</b> , Finish Line Official	Track Events
Shot Put, <b>Discus</b> , Javelin, <b>Hammer/Weight</b>	Field Events
Horizontal Jumps	Field Events
High Jump, <b>Pole Vault</b>	Field Events
Fully Automatic Timing	Track Events
Competition Secretary/Data Specialist	Track Events or Field Events
Inspector of Implements, <b>Marshal</b> , Paralympic	
LDR/Off-Track Events	LDR/Off-Track Events
Race Walk Official	Race Walking
Race Walk Judge	Race Walking

## Requirements to Upgrade from Association to National Level

1. Serve as an Association-level official for at least two years.
2. Officiate as an Association-level official at a minimum of **10 meets**, including at least two regional, national or international meets. Have worked at least 1 association meet per year. High school meets and NCAA meets will not be taken into consideration as meets worked. For the purpose of this document only, Penn Relays is considered an association meet.
3. Submit positive written recommendations from two officials who have worked with the applicant. One must be a Master-level official. The other must be a National- or Master-level official.
4. Score at least 90% on the required test(s)

National Level Disciplines	Required Association Certification
Starter	Track Event Operations
Umpire	Track Event Operations
Clerk of the Course	Finish/Start Line Administration
Finish Line Official	Finish/Start Line Administration
Throws	Shot Put
	Discus
	Javelin
	Hammer/Weight Throw
Horizontal Jumps	Horizontal Jumps
Vertical Jumps	High Jump
	Pole Vault
Inspector of Implements	Inspector of Implements
Fully Automatic Timing	Fully Automatic Timing
Competition Secretary/Data Specialist	Competition Secretary/Data Specialist
Marshal	Marshal
Race Walk Official	Race Walk Official
Race Walk Judge	Race Walk Judge
LDR/Off-Track Timer/Recorder	LDR/Off-Track Events
LDR/Off-Track General	LDR/Off-Track Events
Paralympic	Paralympic

## Requirements to Upgrade from National to Master Level

1. Serve as a National-level official for at least two years.
2. Officiate as a National-level official at a minimum of **12 meets**. At least two of those meets must be regional, national or international meets. Two other meets must be either outside the Mid-Atlantic Association area or be regional, national or international. Have worked at least 1 association meet per year High school meets and NCAA meets will not be taken into consideration as meets worked. For the purpose of this document only, Penn Relays is considered an association meet. Officials seeking an upgrade to Master level are encouraged to seek out the highest level of meets in satisfying this requirement.
3. Submit positive written recommendations from three Master-level officials who have worked with the applicant.
4. Score at least 95% on the required test(s).

Master Level Disciplines	Required National Certifications
Starter	<i>Starter</i>
Umpire	<i>Umpire</i>
Clerk of the Course	<i>Clerk of the Course</i>
Finish Line Official	<i>Finish Line Official</i>
Throws*	<i>Shot Put, Discus, Javelin and Hammer/Weight Throw</i>
Horizontal Jumps	<i>Horizontal Jumps</i>
Vertical Jumps**	<i>High Jump and Pole Vault</i>
Inspector of Implements	<i>Inspector of Implements</i>
Fully Automatic Timing	<i>Fully Automatic Timing</i>
Competition Secretary/Data Specialist	<i>Competition Secretary/Data Specialist</i>
Marshal	<i>Marshal</i>
Race Walk Official	<i>Race Walk Official</i>
Race Walk Judge	<i>Race Walk Judge</i>
LDR/Off-Track Timer/Recorder	<i>LDR/Off-Track Events</i>
LDR/Off-Track General	<i>LDR/Off-Track Events</i>
Paralympic	Paralympic

\* Masters Throws level requires you to hold national certification in all four throwing events. The 12 meets worked should include examples of all four events.

\*\*Masters Vertical Jumps level requires you to hold national certification in both high jump and pole vault. The 12 meets worked should include examples of both events.