

**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](mailto: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.com](http://www.swtfoa.com)) for each item:

1. **USATF Membership** - <http://www.usatf.org/Home.aspx>  
Acquire or renew at least through 2018 online
  - 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 a 2018 (or more years) USATF membership number
  - a. [www.safesport.org](http://www.safesport.org) & sign up for the “SafeSport Trained” class
  - b. Directions: see [www.swtfoa.com](http://www.swtfoa.com) for the link
  - c. USATF Membership number required to be properly recorded by USATF
  - d. Choose USA Track & Field as the organization when prompted
  - e. 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.com](http://www.swtfoa.com) 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.com](http://www.swtfoa.com) , contact [jim.carlisle1@verizon.net](mailto: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.com](http://www.swtfoa.com)

**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](https://docs.google.com/forms/d/e/1FAIpQLSezP_VjnCpABaCsF0eHckFBFafpPDDJcPvE2Re9yUnOqrn75A/viewform)

If questions, contact Jim Carlisle @ [jim.carlisle1@verizon.net](mailto:jim.carlisle1@verizon.net) or 214-336-4199

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