



USATF Official Certification Steps

NOTE: The following instructions reference the USATF website, and more specifically reference a red navigation bar. Upon visiting the USATF website, There will either be a red navigation bar towards the top of the screen or there will not be.

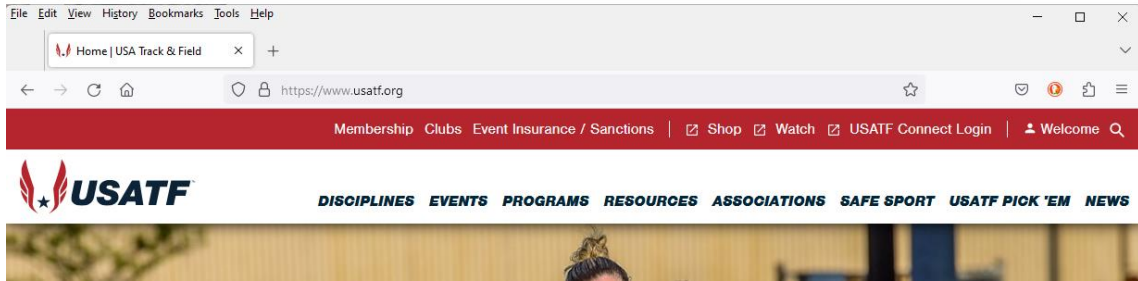


Figure 1 usatf.org with Red Navigation Bar

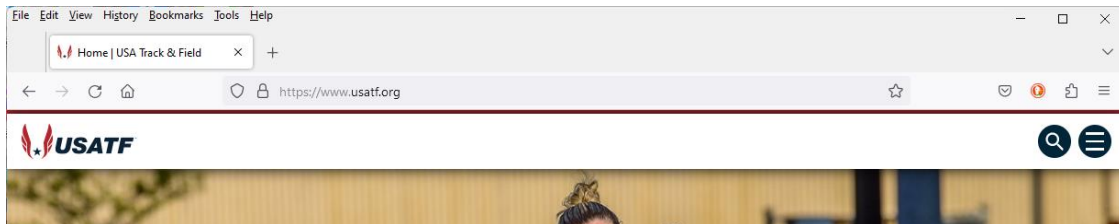


Figure 2 usatf.org without Red Navigation Bar

If there is no red navigation bar (this is common on mobile devices, and on less than full-sized browser windows sized on desktops or laptops, then look towards the upper right of the screen for a blue circle with three horizontal white lines ☰).

Click the ☰ icon, and a window with navigation links will appear.

The links in this window are the same as those that appear on the page with the red navigation bar.

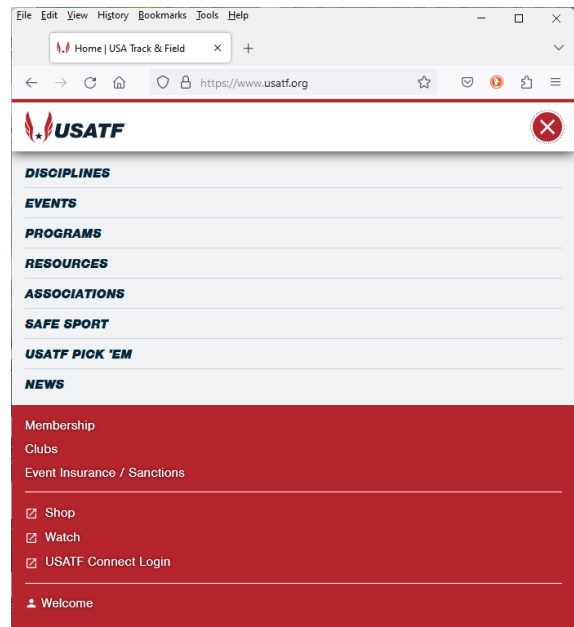


Figure 3 usatf.org navigation window



To certify as an official, there are six key steps, each initiated through the USATF website. It is suggested the steps be followed in the order presented.

Become a Member of USATF

Go to usatf.org.

- Click on **Membership** on the red navigation bar (or the navigation window).
- In the center pane, find **INDIVIDUAL ADULT MEMBERSHIP**. Click the **JOIN** icon.
- Follow instructions to complete process.
- Be sure to make a note of your e-mail address used and the password you chose.

Complete Background Check

Go to usatf.org.

- Click on **USATF Connect Login** on the red navigation bar (or the navigation window).
- Login using same email and password used when obtaining USATF membership.
- Click on the “current” box, then X out of the next box that comes up.
- Click on the drop down (down arrow “↓”) to bring up a menu, click on **Background Screening**.
- Follow instructions on screen.

Note: Background screen may take 4-10 business days to complete. You can complete remaining steps while that is in process.

Complete SafeSport Course On-line

Go to usatf.org.

- Click on **USATF Connect Login** on the red navigation bar (or in the box).
- Login using same email and password used when obtaining USATF membership.
- Click on the “current” box, then X out of the next box that comes up.
- Click on the drop down (down arrow “↓”) to bring up a menu, click on **Center for SafeSport Training**.
- Follow instructions on screen.

Note: SafeSport training will take approximately 90 minutes.

Complete On-line Rules Review

Hints:

- USATF encourages officials to work together in a “study group”.
- Print the rules review and answer questions on the paper copy. Once finished, complete the on-line rules review using the answers on the paper copy.

Completing the USATF Rules Review requires the USATF Competition Rules. The on-line rule book can be found at: <https://www.flipsnack.com/usatf/2020-usatf-competition-rules/full-view.html> (Rules review is based on 2020 rules.)

USATF Rules Review are at: <https://www.usatf.org/programs/officials/certification/rules-reviews-for-the-2021-2024-olympiad>

- Select **Basic Review - All Officials, All Disciplines**
- Click on **USATF Connect Login** on the red navigation bar

Notes:

- Once complete, enter the answers in the electronic (On-Line) form.
- Alternatively, you may mail the paper copy to the USATFSC Certification Chair.



Complete certification as an official

Go to usatf.org.

- Click on **USATF Connect Login** on the red navigation bar
- Login using same email and password used when obtaining USATF membership
- Click on the “current” box, then X out of the next box that comes up
- Click on the drop down (down arrow “↓”) to bring up a menu, click on Officials Certification Status.
- Follow instructions on screen

Complete an application, forward to the USATF SC certification chair

Go to: usatf.org → **PROGRAMS**→Officials→Certification→**NEW OFFICIALS APPLICATION**

(<https://www.flipsnack.com/USATF/new-officials-certification-application-2021-2024/full-view.html>)

Hint: Click on the option to download the PDF.

Send completed application to the USATFSC Certification Chair.

- Electronically:
officialscertification@southcarolina.usatf.org
- By Mail:
Norman Venyah
P.O. Box 85421,
Lexington, SC 29073