



Application to Upgrade Official's Certification Level

Last Name _____ First Name _____ USATF Member # _____

Discipline* _____ Upgrade to: ___ Association ___ National ___ Master

Upgrade Requirements / Instructions

* You must meet the criteria below **for each discipline** for which you seek an upgrade (see discipline chart on page 2). Send this form and required recommendations (and if applicable, the Rules Reviews answer sheet and signed Training/Upgrade Checklist) to your Certification Chair. (See checklists on the Best Practices website.)

Certification Upgrade Criteria

(From the National Officials Committee Certification Regulation)

Criteria	Upgrade to Association Level	Upgrade to National Level	Upgrade to Master level
Serve in current certification level for at least	2 years	2 years	2 years
Work a minimum number of meets at the current certification level in the discipline concerned	At least 8 Meets	At least 10 meets; of which 2 must be outside the home Assn, or be Regn'l, Nat'l, or Internat'l meets	At least 12 meets; of which 2 must be Regn'l, Nat'l, or Internat'l meets; plus 2 more of those, or 2 outside the home Assn
Have positive written upgrade recommendations from officials worked with or under	From 1 Master or 1 National level official (addressing the discipline concerned)	From 2 Master, or 1 Master & 1 National level official (addressing the discipline concerned)	From 3 Master level officials (addressing the discipline concerned)
Complete required Rules Reviews with minimum required score	Yes, for overall upgrade; or for a graded discipline with a test	Yes, for overall upgrade; or for a graded discipline with a test	Yes, for overall upgrade; or for a graded discipline with a test
Meet the certification level definition of being ready to:	Take on more responsibility in home association meets	Take on more responsibility outside home Assn, & serve as a head official within home Assn	Serve as a head official at major regional and national meets
Meet any additional criteria established by your Association	Yes	Yes	Yes

Resume of Meets Worked to Support Upgrade

Meet Name	City & State	Month & Year	Event/Posn (& specify Head or Crew)
Upgrade to Association Level - List 8 meets worked at your current certification level in the discipline in which upgrade is sought.			
Upgrade to NATIONAL Level – List the 8 meets above plus 2 additional meets outside your home association; OR 2 additional regional, national or international meets worked in the discipline in which upgrade is sought			
Upgrade to MASTER Level – List the 10 meets above plus 2 additional regional, national or international meets worked in the discipline in which upgrade is sought			

Official's Signature _____ Date _____

Certification Disciplines

(Note the Upgrade Criteria chart requirement to meet all of the criteria for the discipline concerned.)

Apprentice	Association	National	Master
Track Events	Starter	Starter	Starter
	Umpire	Umpire	Umpire
	Clerk of the Course	Clerk of the Course	Clerk of the Course
	Finish Line Official	Finish Line Official	Finish Line Official
Field Events	Shot Put	Throws	Throws
	Discus		
	Javelin		
	Hammer/Weight Throw		
	Horizontal Jumps	Horizontal Jumps	Horizontal Jumps
	High Jump	Vertical Jumps	Vertical Jumps
	Pole Vault		
	Inspector of Implements	Inspector of Implements	Inspector of Implements
	Fully Automatic Timing	Fully Automatic Timing	Fully Automatic Timing
	Competition Secretary/Data Specialist	Competition Secretary/Data Specialist	Competition Secretary/Data Specialist
Marshal	Marshal	Marshal	Marshal
Race Walk	Race Walk Official	Race Walk Official	Race Walk Official
	Race Walk Judge	Race Walk Judge	Race Walk Judge
LDR/Off-Track Events	LDR/Off-Track Events	LDR/Off-Track Timer/Recorder	LDR/Off-Track Timer/Recorder
		LDR/Off-Track General	LDR/Off-Track General
Paralympics	Paralympics	Paralympics	Paralympics