

## Technical Panel Official Certification & Advancement Procedures May 2018

Required qualifications for all appointment levels are found in rules TPCR 4.00-4.04 of the [U.S. Figure Skating Rulebook](#). In addition to those requirements, the Technical Panel Committee has established the guidelines outlined below, to be met by candidates prior to testing for either an initial appointment or for advancement in a given discipline.

- All technical panel officials interested in seeking advancement are expected to maintain records (names and dates of competitions and events) of all technical panel activity including 104's (officials' schedule) and any other supporting documents such as a certificate of attendance from a technical panel seminar or school. **These records will be required for advancement consideration.**
- Due to the limited number of domestic ice dance, pairs and synchronized skating events, applicants in these disciplines may apply with fewer than the minimum competitions and events required for promotion. The Technical Panel Committee will determine if the competition event and relevant practice calling experience at nonqualifying competitions in lieu of sectional championships can be considered in those disciplines.

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1. Testing opportunities
2. Activity/education requirements and guidelines for initial certification and promotion
3. Application process
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1. **Testing opportunities** for initial certification and for promotion will be offered according to the table below

	<b>Nonqualifying (NQ) and all initial appointments</b>	<b>Regional</b>	<b>Sectional</b>	<b>National</b>
<b>Technical Panel Continuing Education School</b>	None	Singles Pairs Ice Dance S/P/D Data	Singles Pairs Ice Dance S/P/D Data	Pairs Ice Dance
<b>National Technical Panel Seminar</b>	All disciplines, all levels • Singles    • Pairs    • Ice Dance    • Singles/Pairs/Ice Dance Data • Synchronized Skating*    • Synchronized Data*			
<ul style="list-style-type: none"> <li>• The National Technical Panel Seminar occurs each year, usually in March or April.</li> <li>• *Synchronized Skating and Synchronized Data may not be offered every year.</li> <li>• All schools, seminars and testing opportunities are subject to sufficient participant registrations and faculty availability for given disciplines.</li> <li>• Continuing education schools may offer education only (no testing) for certain disciplines and levels.</li> <li>• School and seminar announcements and testing locations are listed on the <a href="#">U.S. Figure Skating website</a> in the <a href="#">Technical Info</a> section under <a href="#">Technical Panel Officials</a>.</li> </ul>				

## 2. Activity Guidelines for Initial Appointments and Promotion

Requirements	Nonqualifying	Regional	Sectional	National**
<b>Time in Grade</b>	N/A	Approximately 12 months service at NQ level.	Approximately 24 months service at regional level.	Approximately 24 months service at sectional level.
<b>Education</b>	Technical Panel Education Rules Review (TPER) Course and Assessment in discipline; completed after acceptance to seminar.  Viewing the current Technical Panel Webinar	Technical Panel Education Rules Review (TPER) Course and Assessment in discipline; completed before applying to seminar.  Viewing the current Technical Panel Webinar		
<b>Activity*</b> * Must occur after the candidate is notified of their recent appointment, and prior to application submission.  * Activity must be in the role in which candidate is applying for advancement  * Event segments must include <u>6</u> or more competitors at the juvenile level or above.	N/A	Technical panel service at four nonqualifying competitions, including <u>15 event segments in the last 24 months</u>	Technical panel service at six nonqualifying competitions including <u>18 event segments in the last 24 months</u> AND two regionals, <u>at least one of which must be in the last 24 months</u>	Technical panel service at eight nonqualifying competitions including <u>24 event segments in the last 24 months</u> AND two qualifying competitions, one of which must be a sectional, <u>at least one of which must be in the last 24 months</u>  ** All national appointments are subject to U.S. Figure Skating Board of Directors approval.
<b>Seminar Exam</b> (practical & written)	Passing score and faculty recommendation			

*These guidelines are subject to periodic review by the Technical Panel Committee.*

Attendance at a technical panel seminar or school will be considered when evaluating officials for advancement. Those attending will receive a certificate of activity to acknowledge attendance.

### **3. Application Process**

- For **initial technical panel official appointment**, the candidate must fill out an application and include a letter stating their reason and intent for applying to become a technical panel official.
- All officials applying for advancement must submit an application to their respective sectional vice chair (SVC) which must include records (names and dates of competitions and events) of all technical panel activity including 104's (officials' schedule), and any other supporting documents such as a certificate of attendance from a technical panel seminar or school.
- Full consideration will be given to all completed applications submitted by the registration deadline.
- The SVC will review the applications, and will send out peer evaluations for those applying for advancement.
- Approval to attend and test will be determined by the Technical Panel Committee Chair, National Vice Chair of Education, and Vice Chair of the chosen discipline within the time posted in the announcement.
- The candidate will be notified by a representative of the Technical Panel Committee or the U.S. Figure Skating Director of Technical Services regarding their acceptance.
- Following the seminar, the appointment decision will be sent to the candidate. This is the final step in the process for all candidates except those seeking national level appointments.
- Recommendations for a national certification will be submitted to the Board of Directors by the Technical Panel Committee Chair at either the fall or spring in-person meeting for approval.

### **4. Retesting Procedure**

- A candidate who does not receive an appointment must wait a period of approximately 12 months before being eligible to retest. A slightly shorter waiting period may be allowed depending on the schedule of schools and seminars.
- Additional activity including a minimum of three nonqualifying competitions and 10 event segments is required.
- A new application to test for advancement must be submitted to the SVC.
- If after two attempts to test for advancement the candidate is not successful, no further attempts will be considered.