

Frequently Asked Questions

AS OF MARCH 7, 2023

GENERAL

What are the certification cycle dates?

The USTA Officiating certification cycle will start on November 1st and will end on October 31 of the following year.

On My Certification Page on OfficialsFirst, it does not list a certification next to Roving. Am I qualified to Rove?

Yes, all USTA Certified Officials are qualified to rove.

What is the difference between a “USTA Certified Official” status and the “Tier 1 Rover” status?

The “USTA Certified Official” status is earned by every Official upon the completion of the basic requirements for certification each year. It qualifies all Officials to work as a Rover in community events. The “Tier 1 Rover” status is earned by Officials who dedicate additional time and focus to the Roving Umpire discipline by completing additional work each year as Roving Umpire and have taken the USTA Roving Umpire In-Person Workshop.

Where can I find information on which certifications move up (or advance) throughout the year and which ones can be moved up at “recertification”?

You can find this information in the [Certification Regulations document](#) under Section II.I Certification Advancements and Regressions.

What happens if I think my new certification is not accurate after recertification?

In the first few weeks after recertification, you will have the opportunity to appeal.

Can I be certified at different tiers for different disciplines?

Yes, you can hold different tiers of certification for different disciplines.

I am a newly certified Official. Do I need to submit a Vision Form by October 31, 2023?

If you are newly certified between November 1, 2022, and October 31, 2023, you do not need to submit a Vision Form until the next cycle in 2025.

Where do I find the USTA Vision Form?

OfficialsFirst provides the Vision Form link at the top right of the webpage or you can access it directly [here](#).

What is the deadline to submit my Vision Form for the certification cycle?

This is the only date that is standardized across the basic requirements. The deadline to submit the Vision Form is 11:59pm ET on October 31, 2023.

What will cause my Vision Form to be rejected?

Any HIPAA information (prescription details) or medical provider notes will cause the form to be rejected. Additionally, any missing information (i.e., missing signature, missing USTA number, etc.)

If I have fallen out of compliance, how do I notify the Officiating Department that I have completed the requirements to be recertified?

Once you have completed the requirements, please complete this form ([click here](#)) to notify the Officiating Department. Please note that it might take a few days for us to review your account and add your certifications back to your OfficialsFirst account.

WORK RECORDS

What types of events count towards meeting my certification work requirement?

The type of events that count towards your work record vary based on discipline and certification level. Please see the certification tables for specific requirements.

Are UTR and High School events accepted for work records?

At this time, UTR and High School work records do not count toward certification. However, you can still add them to OfficialsFirst so you have a complete work history.

Do I need to add ITA Work records to my OfficialsFirst account?

Yes, you should add ITA work records to OfficialsFirst. They do count toward certification.

How do I add my officiating records on OfficialsFirst?

To add work records on OfficialsFirst, log into your account and go to the "My Record" tab and then click "Add Record". In the pop-up box, enter all the relevant event information, including the name, date, category, Referee/Supervisor or Chief Umpire, and your event role(s). Please note that some roles have additional questions. Once all the information is added, click "Submit". If you do not see the "Submit" button, click the Ctrl - keys together to zoom out the window.

If I am working an event that begins before November 1st and ends after November 1st, will my work record for this event apply to the 2022 - 2023 certification year or the 2023 - 2024 certification year?

*The days you **work and enter into OfficialsFirst by 11:59pm (ET) on October 31st** will apply to the 2022 - 2023 certification year. The days you work on November 1st and after*

will apply to the 2023 - 2024 certification year. We highly recommend that you add your work records to OfficialsFirst before October 31st.

EDUCATION

Who needs to earn continual learning credits?

Any Official who was certified before November 1, 2022, will need to earn 4 continual learning credits in order to recertify for the 2023-24 certification cycle.

Do new officials need to earn continual learning credits?

New Officials complete a lot of training in order to become certified. Therefore, they are not required to earn continual learning credits during their first certification cycle.

The USTA knows that new Officials are excited to put their newly learned knowledge and skills into practice, and we want to encourage new Officials to keep their focus during this time on gaining experience. Therefore, no continual learning credits will be given to new Officials for completing any other learning experience during their first certification cycle.

Regardless of the date on which they became certified, a new official will need to start earning continual learning credits at the start of the next certification cycle, November 1st.

How many continual learning credits will I have to complete during the 2022 - 2023 certification cycle?

During the 2022 - 2023 certification cycle, Officials will be required to earn 4 continual learning credits in order to qualify for recertification into the 2023 - 24 certification cycle.

How do I earn continual learning credits?

To earn continual learning credits, you must be an active USTA certified Official. Continual learning credits will be earned by completing designated modules and webinars in the Officiating LRC, In-Person Workshops, and Centers of Excellence.

Can I earn learning credits by attending courses, workshops, etc., from outside of the Officials Learning Resource Center?

There will be a period of time that Officials can only earn credits by completing courses on the Officiating LRC. Over time the Officiating Department will look at ways in which officials can earn credits from external courses and have that process incorporated within the USTA officiating continual learning system.

Can I retake an education requirement?

Yes! You may retake online courses as well as attend In Person workshops at any time.

If I retake an education requirement, will it count towards continual learning credit?

You can only earn credit once for completing an online course or learning experience.

Example: If you complete an online course and earn credit for it, you will not earn credit for completing it again in future years. If you receive credit for attending a live webinar, you will not receive credit for watching the recording.

TECHNICAL

When will I see my certifications updated on OfficialsFirst?

New certifications will be reflected on OfficialsFirst on November 1st of each year.

Where on OfficialsFirst can I find my certification status?

Your certification status can be found on the "My Certification" page of OfficialsFirst.

ASK MORE

Not seeing your questions? Email us your question to officiating@usta.com.