

USTA Certified Official Requirement & Work Records

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As of November 1, 2022, all Officials must serve 2 days as a Roving Umpire at an eligible event in order to be recertified. See Table 1 of the [Certification Regulations](#). Per the regulations, Officials with a Tier status in at least one of these disciplines, Chair, Chief, Referee, or Line, may take a Roving Umpire Knowledge Check in lieu of working as a Roving Umpire.

For this year only: Anyone, regardless of their certification, who hasn't been able to serve as a Roving Umpire for at least 2 days has access to the Roving Umpire Knowledge Check. Passing the Roving Umpire Knowledge Check will satisfy the requirement of serving 2 days as a Roving Umpire at an eligible event.

For Officials that were certified after April 1, 2023, work records are waived for this certification cycle. Therefore, they do not need to take the Roving Knowledge Check.

If you are not sure you need to take the Roving Knowledge Check: [Click here](#). Any time between on or before **Saturday, Oct 28, 2023**, log onto your [LRC account](#) and click on "Roving Umpire Knowledge Check" at the top of the screen to get one step closer to being "recertification ready."

Entering Work Records

To ensure you receive credit for all the days you worked for this certification cycle (October 1, 2022 through October 31, 2023), please make sure you have updated your work records on OfficialsFirst by **11:59PM ET on October 31st**.

How to Enter Work Records

1. Go to the My Record page on OfficialsFirst.
2. Click Add Record button to open the Add Record dialogue box. The dialogue box may appear to be oversized so click CTL- to zoom out.
3. Enter the Event Name.
4. Enter the Event Date.
5. Select the Event Category from the dropdown list. If it is a USTA Pro Circuit event, make sure you select the ITF Senior/Junior/ Wheelchair/World Tour
6. Select the Event Role(s) you filled during the event. Multiple roles at an event can be entered on one work record.
7. If applicable, add the number of Line Days, Roving Days, and Chair Matches. If not applicable, leave blank. *Please make sure the corresponding role is checked off from the Event Role list.*

Work Record Reminders

- ITA events count toward USTA Certification, so make sure you enter them on OfficialsFirst.
- Matches only count as a Chair Umpire if you chaired the match from beginning to end. Doing a tiebreak from a chair does not count as chairing a match.