

Frequently Asked Questions

AS OF FEBRUARY 11, 2025

GENERAL

What are the certification cycle dates?

The USTA Officiating certification cycle starts on November 1st and ends 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 a "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. 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.

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 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 missing requirements, please complete this form ([click here](#)) to notify the Officiating Department. Please note that it will take up to 5 business 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 varies 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 "non-USTA Community Event" 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, and when doing so, make sure to select either "NCAA/ITA Event" or "NCAA/ITA National Championship" from the Event Category List. They count towards certification. **Note** - Serving as a Referee at an ITA dual match does not count for USTA Certification as a Referee. Only ITA Referee officiating at a Regional Championship or ITA and/or NCAA Referee serving at a National Championship will satisfy the USTA Certification requirements.

Does roving at ITA and ITF events count towards fulfilling the USTA Certified Official requirement of 2 days as a Roving Umpire?

Yes! Roving at both ITA and ITF events would fulfill this requirement, so make sure to add those work records to your account.

How do I add my officiating records on OfficialsFirst?

To add work records on OfficialsFirst, log into your account, 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, and your event role(s). Once all the information is added, click "Submit". If you do not see the "Submit" button, click the Ctrl - (minus) 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 2024 - 2025 certification year or the 2025 - 2026 certification year?

The days you work and enter into OfficialsFirst by 11:59pm (ET) on October 31st will apply to the 2024 - 2025 certification year. The days you work on November 1st and after will apply to the 2025 - 2026 certification year. We highly recommend adding your work records to OfficialsFirst before October 31st.

Are the Work Record requirements waived for newly certified Officials?

Officials certified for the first time after April 1, 2025, will have their work record requirement waived until the next certification cycle. If you are newly certified and do work, we encourage you to add those records to your OfficialsFirst account.

Why does "USTA Certified Official Requirement" say incomplete?

This requirement is reset each year on November 1st. Once you enter 2 days as a Roving Umpire at a qualifying event on your work record, that requirement will change from "Incomplete" to "Complete".

There are no qualifying events in my area to earn the 2 days as a Roving Umpire. What should I do?

Officials who do not serve as a Roving Umpire at qualifying events during the year can complete the Roving Umpire Knowledge check to satisfy that requirement. It is released each year about a month before the certification deadline.

EDUCATION

Who needs to earn continual learning credits?

Any Official who was certified before November 1, 2024, will need to earn 4 continual learning credits in order to recertify for the 2025-26 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 2024 - 2025 certification cycle?

During the 2024 - 2025 certification cycle, Officials will be required to earn 4 continual learning credits in order to qualify for recertification into the 2025 - 26 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 Development Hub, In-Person Workshops, and Centers of Excellence.

Can I earn learning credits by attending courses, workshops, etc., from outside of the Officiating Development Hub?

Yes, there are various options for Officials to earn continual learning credits outside of the Officiating Hub. To submit training for outside credit, click the "Submit Training" button on the Officiating Development Hub homepage.

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.