

## Technical Panel Official Certification & Advancement Procedures

### Jan. 31, 2024

The Technical Panel Management Subcommittee has established the guidelines outlined in this document, to be met by candidates prior to testing for either an initial certification or for advancement in a given discipline.

#### Eligibility to Apply for a Seminar or School to Test for a Technical Panel Appointment

- A. Must be at least 18 years of age as required by rule DOR 1.02.
- B. Must meet all the requirements of rules DOR 1.01 and DOR 2.00-2.05.\*
- C. Must have the highest technical knowledge of the skating discipline in which one serves.
- D. Must be able to take directions and work well in a team environment.

\*Guest officials from other ISU Members may be approved to test without having to become a U.S. Figure Skating member but must be in good standing with their own federation.

#### Testing Opportunities

- Testing opportunities for initial certification and advancement are typically offered once per year in the spring.
- Additional opportunities may be offered for advancement for those holding at least a nonqualifying appointment.
- **All training and testing opportunities are subject to sufficient participant registrations and faculty availability for given disciplines.**
- Continuing education schools may offer education only (no testing) for certain disciplines and levels.

#### Application Process

- U.S. Figure Skating will provide an application online for all candidates.
- All officials applying for **initial certification** must complete the official application and include a letter stating their reason and intent for applying to become a technical panel official.
- All officials applying for **advancement** must complete the official application and include records (names and dates of competitions and events) of all technical panel activity including 104's (officials' schedule) with your event segments highlighted, and any other supporting documents such as a certificate of attendance from a technical panel seminar or school. **(All technical panel officials interested in seeking advancement are expected to maintain such records.)**
- Full consideration will be given to all completed applications submitted by the registration deadline.
- Approval to attend and test will be determined by the national vice chair and the applicable discipline vice chair of the Technical Panel Management Subcommittee.
- All applicants will be notified regarding their acceptance.
- Following each 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 appointments.
- Recommendations for national appointments will be submitted to the Board of Directors by the national vice chair of the Technical Panel Management Subcommittee at either the fall or spring in-person meeting for approval.

### 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 two nonqualifying or qualifying competitions, including a total of six event segments, is required for current nonqualifying, regional, sectional and qualifying officials.
- A new application to test for advancement must be submitted according to the application process.
- If, after two attempts to test for advancement to a particular level, the candidate is not successful, no further attempts will be considered.

### How is your performance evaluated?

- **Data operator** candidates are evaluated on accuracy and pacing of element entry; ability to stay focused and calm; professionalism; ability to follow directions and work with a team; ability to find clips and edit calls quickly and accurately; ability to read back the elements clearly; and knowledge of rules.
- **Technical controllers** are evaluated on element ID and accuracy of calls – including identification of turns and steps in step sequences, identification of spin features in spins, and identification of jump types, rotation and edge; professionalism and ability to work with a team; decisiveness, strength of voice and clear diction when speaking; ability to accurately and efficiently direct the review process; ability to stay focused and calm; and knowledge of rules.
- **Technical specialists** are evaluated on element ID and accuracy of calls – including identification of turns and steps in step sequences, identification of spin features in spins, and identification of jump types, rotation and edge; professionalism and ability to work with a team; ability to identify review issues quickly and analyze the elements accurately, concisely and decisively; ability to stay focused and calm; and knowledge of rules.

## REQUIREMENTS TO APPLY TO TEST FOR INITIAL CERTIFICATION

Skating Background	Technical Controller	Technical Specialist	Data Operator
<b>Competing</b>	No competitive experience required.	<p><u>Must have competed in at least one IJS event at novice or higher in a qualifying competition (per rule 1022) in the applicable discipline. (Pairs competitors may also test for singles.) For synchronized skating, competing in a collegiate event also counts. For solo dance, must have competed in an IJS combined event at novice or higher in the Solo Dance Series.</u></p> <p style="text-align: center;"><b>OR</b></p>	No competitive experience required.
<b>Coaching</b>	No coaching experience required.	<p><u>Must be coach of record for at least one competitor in an IJS event at novice or higher in a qualifying competition (per rule 1022) in the applicable discipline. (Pairs coaches may also test for singles.) In synchronized skating, coaching a team in a collegiate event also counts. For solo dance, must be the coach of record at least one competitor in at least one IJS combined event at novice or higher in the Solo Dance Series.</u></p> <p style="text-align: center;"><b>OR</b></p>	No coaching experience required.
<b>Judging</b>	<p>Must be a U.S. Figure Skating qualifying competition judge or higher in the applicable discipline.</p> <p style="text-align: center;"><b>OR</b></p>	Must hold an appointment as a U.S. Figure Skating sectional competition judge or higher in the applicable discipline	No judging appointments required.
<b>Other</b>	<p>Must be a national technical specialist in the discipline they are applying to test in.</p> <p style="text-align: center;"><b>AND</b></p> <p>Must have served as a technical specialist in at least one U.S. Championships in that discipline.</p>		Must have good computer skills and be familiar with the data entries corresponding to the called elements.

If accepted to the seminar, one must pass the practical and written exams at the seminar and be recommended for appointment by the faculty.

## REQUIREMENTS TO APPLY TO TEST FOR ADVANCEMENT – TECHNICAL CONTROLLER

Discipline	Minimum Time in Grade (Approx.)	Required Judging Appointment	Minimum Activity Requirements in Discipline + Position in last 24 months	Continuing Education	Training & Testing Requirements
<b>Singles</b>	<ul style="list-style-type: none"> <li>• 12 months at NQ</li> <li>• 18 months at REG</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• For REG, must be a QUAL singles/pairs judge or higher*</li> <li>• For SEC, must be a SEC singles/pairs judge or higher*</li> <li>• For NAT, must be a NAT singles/pairs judge or higher*</li> </ul>	<ul style="list-style-type: none"> <li>• 3 NQ competitions</li> <li>• 10 event segments at variety of levels at juv. and above</li> <li>• Segments must include 6 or more competitors</li> <li>• If REG, must have served in at least 1 NQS competition</li> <li>• If SEC, must have served in at least 1 sectional singles final</li> </ul>	Must have fulfilled continuing education requirements for the current season prior to applying	Must pass practical and written exams at the seminar and be recommended for appointment by the faculty
<b>Pairs</b>	<ul style="list-style-type: none"> <li>• 18 months at NQ</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• For SEC, must be a SEC singles/pairs judge or higher*</li> <li>• For NAT, must be a NAT singles/pairs judge or higher*</li> </ul>	<ul style="list-style-type: none"> <li>• If NQ, must have served in at least 1 competition</li> <li>• If SEC, must have served in at least 1 NQS or U.S. pairs final</li> </ul>		
<b>(Partnered) Ice Dance</b>	<ul style="list-style-type: none"> <li>• 18 months at NQ</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• For SEC, must be a SEC dance judge or higher*</li> <li>• For NAT, must be a NAT dance judge or higher*</li> </ul>	<ul style="list-style-type: none"> <li>• If NQ, must have served in at least 1 competition</li> <li>• If SEC, must have served in at least 1 NQS or U.S. pairs final</li> </ul>		
<b>Solo Dance</b>	<ul style="list-style-type: none"> <li>• 12 months at QUAL</li> </ul>	<ul style="list-style-type: none"> <li>• For SEC, must be a SEC dance judge or higher*</li> <li>• For NAT, must be a SEC dance judge or higher*</li> </ul>	<ul style="list-style-type: none"> <li>• If QUAL, must have served in at least 3 Solo Dance Series events for two consecutive seasons</li> </ul>		
<b>Synchronized</b>	<ul style="list-style-type: none"> <li>• 18 months at NQ</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• For SEC, must be a SEC synchronized judge or higher*</li> <li>• For NAT, must be a NAT synchronized judge or higher*</li> </ul>	<ul style="list-style-type: none"> <li>• If NQ, must have served in at least 1 competition</li> <li>• If SEC, must have served in at least 1 sectional championship</li> </ul>		

\*Judging requirements waived if one holds appointment as a national technical specialist in the discipline in which they are applying to test and has served as a technical specialist in at least one U.S. Championships in that discipline.

### REQUIREMENTS TO APPLY TO TEST FOR ADVANCEMENT – TECHNICAL SPECIALIST

Discipline	Minimum Time in Grade (Approx.)	Minimum Activity Requirements in Discipline + Position in last 24 months	Continuing Education	Training & Testing Requirements
<b>Singles</b>	<ul style="list-style-type: none"> <li>• 12 months at NQ</li> <li>• 18 months at REG</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• 3 NQ competitions</li> <li>• 10 event segments at variety of levels at juv. and above</li> <li>• Segments must include 6 or more competitors</li> <li>• If REG, must have served in at least 1 NQS competition</li> <li>• If SEC, must have served in at least 1 sectional singles final</li> </ul>	Must have fulfilled continuing education requirements for the current season prior to applying	Must pass practical and written exams at the seminar and be recommended for appointment by the faculty
<b>Pairs</b>	<ul style="list-style-type: none"> <li>• 18 months at NQ</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• If NQ, must have served in at least 1 competition</li> <li>• If SEC, must have served in at least 1 NQS or U.S. pairs final</li> </ul>		
<b>(Partnered) Ice Dance</b>	<ul style="list-style-type: none"> <li>• 18 months at NQ</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• If NQ, must have served in at least 1 competition</li> <li>• If SEC, must have served in at least 1 NQS or U.S. pairs final</li> </ul>		
<b>Solo Dance</b>	<ul style="list-style-type: none"> <li>• 12 months at QUAL</li> </ul>	<ul style="list-style-type: none"> <li>• If QUAL, must have served in at least 3 Solo Dance Series Events for two consecutive seasons</li> </ul>		
<b>Synchronized</b>	<ul style="list-style-type: none"> <li>• 18 months at NQ</li> <li>• 24 months at SEC</li> </ul>	<ul style="list-style-type: none"> <li>• If NQ, must have served in at least 1 competition</li> <li>• If SEC, must have served in at least 1 sectional championship</li> </ul>		

### REQUIREMENTS TO APPLY TO TEST FOR ADVANCEMENT – DATA OPERATOR

Minimum Time in Grade (Approx.)	Minimum Activity Requirements in Discipline + Position in last 24 months	Continuing Education	Training & Testing Requirements
<ul style="list-style-type: none"> <li>• 12 months at NQ</li> <li>• 24 months at QUAL</li> </ul>	<ul style="list-style-type: none"> <li>• 4 NQ competitions</li> <li>• 12 event segments at variety of levels at juv. and above</li> <li>• Segments must include 6 or more competitors</li> <li>• If QUAL, must have served in at least 1 NQS and 1 sectional (final or championship for singles, pairs, ice dance and/or synchronized)</li> </ul>	Must have fulfilled continuing education requirements for the current season prior to applying	Must pass practical and written exams at the seminar and be recommended for appointment by the faculty