2012 CSL Officials Certification Procedure

Requirements for CSL certification

- Attend clinic and pass (by scoring over 80%) test at least every second year (annual recommended)
- Initial certification: work three (3) apprentice sessions and submit Referee sign-off on cover sheet to CSL Certification Manager

The posted tests are fillable PDF forms. Recertifying officials can complete and submit their tests via email. Someone seeking an initial certification can complete and submit their tests via email, but must send their signed cover sheet initialed by the referee for each of the three (3) apprentice deck sessions, either by mail or scanning the sheet and emailing that to the CSL Certification Manager. Full text of CSL Meet Rules, as well as highlighted changes for this year are posted on the website (http://csl.nvblu.com). Detailed testing procedures are as follows:

1. Visit the CSL website via the link above, select "Documents", then the "Officials" folder, and then the "2012" folder. Select the "2012 Officials Test" by right clicking on the file and choose "Save target as" or "Save Link as" to save it to your hard drive.

2. Double-click on the saved file to open it in the free Adobe Reader application. Make sure you are using the latest version of Adobe Reader.

3. Fill in the cover sheet information requested. If you are applying for an initial certification, you will need to print cover sheet and bring it to each meet that you apprentice. Confer with the referee after the session and ask for a debrief on your performance as well as a signature on your form.

4. From the File menu, choose "Save As" and change the file name by adding your last name to template file name. This will make life much easier for the CSL Certification Manager who will receive dozens of these.

5. Enter the answer letter in the space provided on the single page answer response page. Single letters only. Capital letters are easier to read and grade. When completing your answers, pay close attention to all the questions but extra attention to the questions in bold. The questions in bold represent the most missed questions on previous versions of the test.

6. When you have completed the test, use File -> Save again to record all your answers. (you may save a partially completed test if you wish, then open it again and resume your work.)

7. Send an email to GordonDSmith@verizon.net with your completed test form attached. If this is an initial certification, include how you will send your signed cover sheet (scan and attach to an email or send it postal mail at the address below). It is preferable that both the answer sheet and the signed coversheet are included in the same email.

8. Gordon will notify you of the results of your test by email. The list of certified officials will be provided to the Team Reps and periodically updated on the CSL website.

NOTE: iMac, iPad and other Mac Operating System users will need to print, scan and email their test answer sheet as there are incompatibilities with Apple's use of Adobe fillable PDF forms.

Contact our CSL Certification Manager as follows:

> Gordon Smith
> 6110 Kings Color Drive
> Fairfax, VA 22030
> GordonDSmith@verizon.net / Phone 703.322.0246