



## **CSL Officials Certification Procedure**

### **Requirements for certification**

- Attend clinic and pass 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. Initial certifications 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. Detailed instructions are below. Full text of CSL Meet Rules, as well as highlighted changes for this year are posted on the website (<http://csl.nvblu.com>).

1. Visit the link on the CSL website, select “Information”, then select “Document Center” and then the “Officials” folder. Select the “2010 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 box to the left of each question. Single letters only. Capital letters are easier to read and grade.
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. Compose an email to [GordonDSmith@verizon.net](mailto:GordonDSmith@verizon.net) and attach your completed test form and send it to Gordon. If this is an initial certification, include how you will be sending her your signed cover sheet (scan and attach to an email or send it postal mail at the address below.)
8. Gordon will notify you and your Team Rep of the results of your test by email.

### **Contact our CSL Certification Manager as follows:**

Gordon Smith  
6110 Kings Color Drive  
Fairfax, VA 33020  
[GordonDSmith@verizon.net](mailto:GordonDSmith@verizon.net)  
703.322.0246