

## **Frequently Asked Questions**

Questions about an official's registration status are among the most common questions answered by the USA Hockey Officiating Program. Below are the answers to frequently asked questions.

### **How do I get an application?**

USA Hockey now offers online registration and open book testing for our officials. Simply log onto <http://www.usahockey.com/> and look for the Register Online icon. New officials can register online or obtain an application at the seminar they attend or by contacting their Local Supervisor of Officials.

### **What about paper applications?**

Paper applications still exist but are only used for special circumstances. One such instance is if you are a Canadian official registering for the first time with USAH. Another instance is if you qualify for advance level placement. If you need a paper application, please contact Chris Milles directly.

### **How do I find out who is my Local Supervisor of Officials?**

The Officiating Program Personnel directory is listed on the Alaska State Hockey Association website. Simply find the local supervisor, that is listed, who is closest to your home area by using the following link:

<http://www.asha.pointstreaksites.com/view/asha/referees>

### **Is there a fee involved with the officials application?**

The official's registration fee is collected with the application and must be paid when the application is submitted in order for the application to be processed. The revenue generated from the registration fees is used to operate the officiating program. Volunteer expenses, seminar expenses, educational materials, printing, postage and all other expenses incurred to operate the program are covered by the registration fee.

### **How do I get my open book exam?**

You are encouraged to complete the open book test online. An email will be sent to your email address approximately 24 hours after you register online. Paper tests are available but are strongly discouraged.

### **How long do I have to take the open book exam?**

The open book exam is designed to be completed at your leisure. It is strongly suggested that you print out the test and then enter your answers online. New officials will not be eligible to work games until they have completed the exam and attended a seminar. Returning officials registration expires on November 30th, so they will also need to complete the exam in a timely manner in order to continue to work games. Generally, USA Hockey will accept open book exams up until the end of May.

**Where do I find out about the seminars in my area?**

Since seminar attendance is one of the registration requirements, the Alaska Official's Program conducts approximately 20 seminars throughout Alaska each season.

All Alaska seminars will require online pre-registration at the following website:  
<http://www.usahockey.com/ViewAllSeminars.aspx>

The seminar schedule can be viewed at the following location:  
<http://www.asha.pointstreaksites.com/view/asha/referees>

**How do I get credit for attending the seminar?**

Each official who attends a USA Hockey seminar must check-in at the seminar. Seminar attendance information is then sent to the national office via the online system automatically once the RIC or seminar staff closes the seminar.

**Where do I take the closed book exam?**

The closed book exams required for level 2, 3 and 4 applicants will only be administered at the seminar you attend. The exams will be collected at the seminar and forwarded to the national office for grading with the seminar attendance information.

**What if I choose not to take a closed book exam?**

Provided you have completed and passed the open book exam and have attended a seminar, you will be issued a card and crest for level 1 as you have met the requirements to be a level 1 official.

**When will I receive my card and crest?**

Once the national office has received your open book exam, closed book exam (for level 2, 3 and 4 officials) and verification of your seminar attendance and you have passed all of the exams, your card and crest will be issued to you and you will be eligible to work games. While the National Office is processing 20,000 plus registrations annually and the staff works very hard to process your registration in a timely manner, some delays are understandable. To minimize delays, please complete your part of the process as early in the season as possible.

**Is there a way I can check my registration status?**

Yes! You can check your registration status, including exam results, 24 hours a day and seven days a week by using the USAH profile you created to sign up for the seminar.

**Screening**

All officials over 18 must be screened every 2 years according to the ASHA Screening Policy. Beginning 2014, it is expected that screening will be completed

through the USA Hockey Official registration process. For more information use the following link:

<http://www.asha.pointstreaksites.com/view/asha/asha-screening-1>

## **SafeSport**

Beginning the 2013 season, any official participating in national bound state, district and national tournaments must complete the SafeSport webinar. Beginning in 2014, all officials 18 and over will be required as part of the USA Hockey Official's registration process will be required to complete this program. The link for SafeSport is:

<http://usahockey.com/SafeSport.aspx>

### **Now that I have my card and crest, completed the screening requirement and SafeSport, and am eligible to officiate, how do I get games?**

First off, you should be aware that simply registering with USA Hockey is not a guarantee of game assignments. Although we highly encourage all of our local supervisors and local assignors to involve every eligible official in the assignment process, it is still up to the individual official to solicit game assignments. Contact your local supervisor of officials or assignor and let them know you are now eligible to work games and when you are available. If possible, identify a more experienced official in your local area to serve as a mentor and who can also help you get games. Once you get that first assignment, go out and give 100% to do your best and the rest will take care of itself.