PSA RATING SYSTEM REQUIREMENTS
&
EXPLANATORY NOTES

PSA Ratings are available only to PSA Members in good standing who have completed **at least one** PSA approved educational program within 12 months prior to taking a rating. Affidavits are required to be on file at the PSA office.

PSA Approved Educational Programs include:
PSA Nationwide Seminars
PACE (Professional Accreditation & Certifying Education)
PSA State Workshops
PSA Apprentice Program
PSA Conference
PSA E-Learning [**minimum of 4 online courses to fulfill an exam qualification**]
PSA/US Figure Skating CER online courses [new]
PSA/Red Cross First Aid for Coaches online course through the PSA website [worth 6 credits]
PSA Pre Approved programs [These include U.S. Figure Skating, ISI, USOC, ISU, & Skate Canada programs]

Check the PSA website "Calendar of Events" for locations, testing dates and deadlines. Additional rating information and application forms are available on the website or contact the PSA office.

Ratings Chair:
Angela Riviello
E-mail: ariviello98@yahoo.com

PSA Office:
507-281-5122
E-mail: ratings@skatepsa.com

1. Rating applications for written or oral exams must be received in the **PSA office by the publicized deadline date.** All applications will be accepted on a first-come first-served basis. Applications received after the deadline must include a **late fee per exam.** Late applications will be considered at the discretion of the PSA Ratings Committee. Applications must be complete in order to be considered.

3. A coaching resume (skating related) is required to be submitted with each oral rating application.

4. **Cancellation Policy**: Must be made in writing 30 days or more prior to the rating site date - 50% refund, less than 30 days - **no refund**.

5. An associate or intern member may take the Basic Accreditation exam. A candidate shall be a full member in good standing to take an Oral Rating exam or a Sport Science & Medicine exam.

6. Rated coaches, including those who have passed the Basic Accreditation (BA) exam, are required to obtain a total of twenty-eight (28) education credits every three (3) years in order to maintain an active rating. A year is based on July 1st to June 30th to coincide with the membership year.

   A. Credit is given for the above list of approved PSA educational programs.
   B. A total of eight (8) of the twenty-eight (28) credits may be earned through pre-approved programs; such as, U.S. Figure Skating, ISI, USOC, ISU or Skate Canada educational events. Agendas for these events are required to be submitted with the affidavit or no credit will be given.
   C. One (1) credit is given for each topic presented unless otherwise indicated.
   D. It is incumbent upon each attendee to record the presentations he/she attends, fill out an official affidavit form and return it to the PSA office within two weeks after the event is held. An affidavit must be submitted to the office in order to receive credit for attending.
   E. To receive educational credit(s) at PSA meetings held at qualifying competitions, **coaches are required to sign the attendance sheet**. An affidavit is not required.

One credit is available for a regional and two credits for a sectional meeting.

F. Coaches will have an inactive rating if they do not actively maintain their education credits or have a current membership. An inactive rating will be listed in the PSA Directory indicated with the **#** sign. **A coach may not advertise as a 'PSA rated coach' unless the rating is active**.

G. To reactivate a rating which has become inactive due to a lack of education credits, it is necessary to be a current member in good standing. The member is required to submit affidavits to bring them up to 28 education credits and submit a written request to the PSA office.

H. To reactivate a rating, which has become inactive due to a lapse in membership, dues must be current, the member must have submitted affidavits for at least 28 education credits and a written request for reactivation must be received in the PSA office.

I. An **Emeritus Rating** is awarded to coaches who meet the following criteria:

i) A coach who is of legal retirement age (65).
ii) Must have held a PSA membership for the past 10 consecutive years.
iii) No longer coaching or coaching less than 200 hours per year.
iv) Submits a letter to the PSA office requesting emeritus status.

7. Passing of a test by a student as a certification requirement: A coach shall meet the requirement to be eligible to take an oral exam if they have coached a student through a skating test at the level required for the rating. Details must be furnished on the application form.

8. All ratings, from registered through master level, have a certification requirement in the area of Sport Science & Medicine. A Sport Science & Medicine exam must be successfully completed for each level as a secondary component to each oral exam. <u>They are NOT a rating by themselves and cannot be advertised as such.</u>

   Sport Science & Medicine exams may be taken in any order. Two (2) Sport Science & Medicine exams may be written at any one site**.**

9. ***<u>A coach may not advertise as "rated" with only one component of a rating completed.</u>***

10. Written and oral exams will be offered at the PSA Annual Conference and PACE. In addition, written exams may be offered at PSA-approved educational programs. Please check the Calendar of Events for dates and locations. Oral exams will be offered only at selected sites or rating zones. **Master exams will be offered each year at the annual conference and at the November oral rating zone site**.

11. Examinees (exam candidates) shall be limited to a maximum of two (2) oral exams per rating site, dependent upon scheduling of examiners and space availability. These oral exams <u>can be in the same discipline at the registered and certified levels.</u> The following four disciplines**: choreography, pair skating, program director and synchronized skating** <u>can be at any level however they must be taken sequentially</u>. The BA exam must be successfully completed prior to taking an oral rating or Sport Science & Medicine exam.

12. The number of years of coaching experience required **must be completed prior to taking any oral exam.**

13. **Fee Schedule:**

	<u>Fee:</u>	<u>Fee after deadline</u>:
Master exam	$160.00	$240
Senior exam	$110.00	$165
Certified exam	$ 85.00	$125
Registered exam	$ 60.00	$ 90
Basic Accreditation exam - includes Study Guide	$ 40.00	$ 60
Sport Science & Medicine exam (all levels)	$ 20.00	$ 30
Application Fee per form	$ 5.00	
Request for a duplicate certificate	$ 10.00	

Guides to Sample Questions for all disciplines (oral exams) are available for purchase through the PSA website or from the PSA office.

14. All panels will consist of three master rated coaches as examiners. Examiners must be full members in good standing. Two trial examiners may be present during an exam.

15. Trial examiners must be master rated in the discipline in which they are trial examining and be full members in good standing. A trial examiner must attend a trial examiner training session and trial a minimum of three exams at each level prior to becoming an examiner. Applications to become a trial examiner are available through the PSA office.

16. A candidate may challenge an exam for ½ the cost of the exam (challenge fee) plus a non-refundable administration fee of $25. The challenge fee will be returned to the candidate if the exam is overturned. Challenges must be made in writing to the PSA office within two weeks of the exam date. The Ratings Committee will select an independent review panel. The recording tape is the property of the PSA and is used for review purposes only.

17. Oral Rating exams for the following disciplines will only be offered at conference: **choreography, figures and pair skating.**

18. Those candidates successfully completing the PSA Apprentice Program can use 10 hours from their apprentice program towards fulfilling the 50 hour coaching requirement per year that is needed to meet the exam requirement.

CODE OF CONDUCT AND DISCIPLINARY ACTION FOR RATINGS INFRACTIONS

- All information must be current, complete and correct on the rating application including current PSA, U.S. Figure Skating and ISI numbers prior to applying for a rating exam.

- Upon the receipt of the ratings application, the PSA Office will conduct a credentials check with U.S. Figure Skating and/or ISI to make sure the candidate meets the requirements of the exam.

- If at any time it is found that a candidate has falsified his/her information on his/her application then the rating that was obtained will be revoked. The candidate may re-apply and re-take the rating exam once the candidate has fulfilled the rating requirement and any probation or other sanction has ended.

- If a candidate has falsified his/her application, the candidate will forfeit the application fee. The funds will not be returned.

- For all rating infractions, the candidate will be placed on probation from the PSA for one (1) calendar year from the time the infraction incurred. The candidate will be unable to apply to take a rating exam, to present at a PSA event or to examine (if an examiner) on ANY rating panels during the probationary period.