

2017 PSA RATING SYSTEM REQUIREMENTS & EXPLANATORY NOTES

* **Items underlined indicate a change from the previous year.**

PSA Ratings are available only to PSA members in good standing who have completed at least one PSA approved educational program or four **approved** online courses 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

PSA Ratings Prep Course

PSA State Workshops

PSA Apprentice Program

PSA Conference & Trade Show

PSA Foundations of Coaching Course

PSA E-Learning or U.S. Figure Skating CER online courses [minimum of four (4) online courses to fulfill an exam requirement]

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:

Tim Covington

E-mail: covingtonskate@yahoo.com

PSA Office:

507-281-5122

E-mail: byackel@skatepsa.com

1. Rating applications for 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 the **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, intern or full member may take the Basic Accreditation (BA) exam or attend the Foundations of Coaching Course (FCC).
6. A candidate shall be a full member in good standing to take an oral rating exam or a Sport Science & Medicine (SSM) exam.
7. Rated coaches, including those who have passed the Basic Accreditation (BA) exam or the Foundations of Coaching Course (FCC) certification, are required to obtain a total of **twenty-eight (28) educational**

credits every three (3) years in order to maintain an active rating from the date they took the BA or FCC. A year is based on the PSA membership year - July 1st to June 30th.

- A. Credit is given for the above list of approved PSA educational programs.
 - B. A minimum of twelve (12) of the twenty-eight (28) credits must come from PSA events. A maximum of sixteen (16) credits may be earned through pre-approved programs from U.S. Figure Skating, ISI, and PSA endorsed events. **Continuing Education Requirement (CER) credits are considered part of the total from U.S. Figure Skating.** A total of eight (8) credits may be earned through USOC, ISU or Skate Canada educational events. Agendas for all these events are required to be submitted with the affidavit or no credit will be given.
 - C. One (1) credit is given for each hour presented or PSA online course completed unless otherwise indicated. One credit is given for attending an online PSA or U.S. Figure Skating webinar.
 - 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 online webinars held for qualifying competitions, coaches are required to print out an affidavit at the conclusion of the webinar or from the PSA website in order to receive their credit. One credit is available for a PSA regional webinar.
 - F. To receive two educational credits at a PSA sectional meeting, coaches are required to sign the attendance sheet. An affidavit is not required.
 - G. Oral rating candidates will receive one credit for each oral exam taken whether the exam is a pass or retry.
 - H. Rating examiners can receive one credit for each exam examined up to a maximum of 12 credits in a three-year period.
 - I. Examiners and trial examiners receive two credits for attending examiner/trial examiner training sessions.
 - J. Coaches will have an inactive rating if they do not actively maintain their education credits or do not have a current membership. An inactive rating will be indicated with the # sign in the online directory. **A coach may not advertise as a 'PSA rated coach' unless the rating is active.**
 - K. To reactivate a rating which has become inactive due to a lack of education credits, the member is required to submit affidavits to bring them up to 28 education credits and submit a written request for reactivation to the PSA office.
 - L. To reactivate a rating which has become inactive due to a lapse in membership, the member must rejoin PSA, submit affidavits for 28 credits, and submit a request for reactivation to the PSA office.
 - M. An **Emeritus Rating** is awarded to coaches who meet the following criteria:
 - i) Must have reached the legal retirement age (65) or older.
 - 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) Must hold at least one rating.
 - v) Must submit a letter to the PSA office requesting emeritus status.Emeritus ratings will remain active without having to maintain educational credits.
8. 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 EITHER coached a student through a skating test at the level required for the rating or passed the test themselves. Details must be furnished on the application form.
9. All ratings, from registered through master level, have a certification requirement in the area of Sport Science & Medicine. A Sport Science & Medicine (SSM) exam must be successfully completed for each level as a secondary component **prior** to taking the corresponding oral exam. They are NOT a rating by

themselves and cannot be advertised as such. A candidate may apply to take an oral rating exam prior to passing the applicable SSM exam.

10. **A coach may not advertise as “rated” with only one component of a rating completed.**
11. Oral exams will be offered at the PSA Annual Conference, and at selected rating sites throughout the year. Please check the Calendar of Events for dates and locations. Oral exams will be offered only at selected sites. Master oral exams will be offered twice a year at the annual conference and at the designated fall oral rating site.
12. Examinees (exam candidates) **may take up to three (3) rating exams per site**, dependent upon scheduling of examiners and space availability. Two of these oral exams **can be in the same discipline at any level**; however, they must be taken sequentially. The third exam must be in another discipline.
13. The number of years of coaching experience required must be completed **prior** to taking any oral exam.
14. **Fee Schedule as of July 1, 2015:** **includes Rating Guides to Sample Questions*

		<u>Online Fee:</u>
Basic Accreditation exam		\$ 60.00
Sport Science & Medicine exam (<i>all levels</i>)		\$ 30.00
Oral Rating exams*		
	<u>Fee:</u>	<u>Fee after Deadline:</u>
Application Fee per form	\$ 5.00	
Registered exam	\$ 70.00	\$ 95.00
Certified exam	\$100.00	\$140.00
Senior exam	\$130.00	\$180.00
Master exam	\$185.00	\$265.00
Fast-track master exam**	\$350.00	\$460.00

**See information on fast-tracking below

Request for a duplicate certificate \$ 10.00

15. Rating Guides to Sample Questions for all disciplines (oral exams) will be sent out once an oral rating application is received at the PSA office. The study guides for the online BA exam and the Sport Science & Medicine exams are available for purchase through the online store or by calling the office.
16. All oral exam panels will consist of three master-rated coaches as examiners. All Examiners must be full members in good standing and meet the recertification requirements in order to remain an active examiner effective January 1st, 2014.
17. 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 approved as an examiner at that level. Two trial examiners may be present during an oral exam for trailing purposes. Applications to become a trial examiner are available through the PSA office or at the Ratings Desk on-site.

Trial examiners can receive one credit upon completion of trialing three exams at a specific level for a total of four credits per discipline up to a maximum of eight credits in a three-year period.

Experienced examiners* in another discipline can fast-track through the trialing process by doing a minimum of one trial exam at each level. [***Minimum of five years of prior examining experience.**]

18. A candidate may challenge an exam for ½ the cost of the exam (referred to as the 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 digital recording of the oral exam is the property of the PSA and is used for review purposes only.
19. Oral Rating exams for the following disciplines will be offered at conference: choreography, figures, and pair skating. They will be offered only at other sites if examiners are available and if it is economically feasible to hold them.
20. 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. They may also claim eight (8) educational credits for the apprenticeship.

FAST-TRACKING IN THE RATING SYSTEM FOR ELITE COACHES

- A Coach must have a Level V ranking or higher in order to fast-track.
- The ranking and the rating must be in the same discipline.
- A Coach must complete the appropriate Sport Science & Medicine (SSM) online exams at the level of certification to be rated.
- There are two options you can fast-track through the Rating System:

Option A: If you are currently an International level coach who is ranked, you may be eligible to begin the ratings process at the following levels:

- i) Level V Ranking may start at the certified oral exam level
- ii) Level VI Ranking may start at the senior oral exam level
- iii) Levels VII, VIII, IX, and X Rankings may start at the master oral exam level

Pre-requisite: The Sport Science and Medicine exams must be completed online prior to taking the oral exam.

- If you are starting at the certified level you will need to complete the registered (RSS) and certified (CSS) Sport Science & Medicine exams
- If you are starting at the senior level then you must complete RSS, CSS, and senior (SSS) Sport Science and Medicine exams
- If you are starting at the master level then you will need to complete all four Sport Science & Medicine exams.

Option B: If you are Level V ranked or higher you may opt out of Option A by taking the **fast-track master exam** which is a consolidated exam including questions from the registered, certified, senior and master levels in a specific discipline (i.e. Free Skating). This exam is longer in duration and is given in two one-hour exams.

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 check with U.S. Figure Skating and/or ISI to make sure the candidate meets the test 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.

RATING REQUIREMENTS - GENERAL

BASIC ACCREDITATION (BA) RATING EXAM REQUIREMENTS:

1. Must be an associate, intern, or full member of the PSA.
2. Must have attended a PSA approved education program or completed four (4) e-learning courses within one year prior to taking the exam.

The exam is composed of 100 multiple choice and true/false questions. The Coaches' Manual is available for purchase from the PSA to assist in the preparation for the exam.

This test is available online at any time. Please note that there is a short waiting period to verify that you are eligible to take the exam.

FOUNDATIONS OF COACHING COURSE (FCC):

1. Open to any coach whether a member or non-member sixteen years of age or older.

This course is one full day with both on-ice and off-ice classes. You will receive the Coaches Manual as part of the course materials. The course includes both an on-ice skill test and a written exam. The successful completion of both these exams will complete the course with a certificate of completion. You will receive 12 educational credits for the course. Non-members will receive a Basic membership as part of the application fee.

SPORT SCIENCE & MEDICINE (SSM) RATING EXAM REQUIREMENTS:

1. Must be a FULL member of the PSA.
2. Must have passed the PSA Basic Accreditation (BA) exam or Foundation of Coaching Course (FCC).
3. Must have attended a PSA approved education program or completed four (4) e-learning courses within one year prior to taking the exam.

These tests are available to take online if you meet the above requirements.

There are four (4) Sport Science & Medicine exams (registered, certified, senior and master) that are composed of multiple choice and true/false questions. You may take them in any order and you can be approved for two at a time.

These exams are one component along with the applicable oral rating exam required to receive a discipline rating certificate. The Sport Science & Medicine exams are NOT a rating by themselves and cannot be advertised as such.

The “Coach’s Guide to Figure Skating Sport Science & Medicine” (study guide) is available for purchase through the PSA online store or by calling the office.

ORAL EXAM REQUIREMENTS:

1. Must be a FULL member of the PSA.
2. Must have passed the PSA Basic Accreditation (BA) exam or Foundations of Coaching Course (FCC).
3. Must have successfully completed the applicable Sport Science & Medicine (SSM) exam prior to taking the oral exam.
4. Must meet the requirements outlined for each discipline rating prior to taking the oral rating exam. Please refer to each discipline for more information.

Applications will include a one-page resume which must be submitted with each oral rating application.

Applications must be complete in order to be considered.

The oral exams are one hour in length plus a 15 minute evaluation period. Rating Guides to Sample Questions for all disciplines (oral exams) are included in the cost of the exam and will be sent out once an oral rating application is received at the PSA office.