

BECOMING A USTA OFFICIAL: THE CERTIFICATION PROCESS

Welcome ... You are needed ...

to ensure that a tennis match is conducted under the fairest possible conditions!

To become a certified USTA Tennis Official please review the following **Requirements, Steps, and Resources**.

Listed are the **REQUIREMENTS** for becoming a Tennis Official:

- United States Tennis Association – Be a member in Good Standing.
- Provisional USTA Umpire Test – Complete/submit online and Pass test.
- Background Screen – Pass (Verified every 2 years in even year).
- Nucula – Account needs to be requested on line (Personal tennis data system).
- Eyesight 20/20 - Either corrected or uncorrected (Verified every 2 years in odd year).

Follow these **STEPS**:

1. **Contact:** Before taking the test or immediately upon completion of the Provisional test, contact your District Chair of Officials. www.midwesttennisofficials.org. Provide your legal name (to be used on USTA Membership, Test, and Nucula Account), birth date if less than 18 years of age, mailing address, phone numbers and USTA membership number and expiration date. District Chair will instruct you on how to proceed and answer questions, and will stay in contact with you.
2. **Provisional Test:** Complete the open book test (using current year *Friend At Court - FAC*) that familiarizes you with the basic rules of tennis. Submit completed test online: www.usta.com/About-USTA/Officials/2013_usta_provisional_officials_exam/
3. **Background Screen:** Upon passing the Provisional Test you will need to complete the background screen. www.usta.com/About-USTA/background_screening_program/
4. **Nucula:** Upon passing both the Provisional and Background screen you will need to apply for a Nucula account: www.usta.com/About-USTA/Officials/NuculaPortal/ Click Request Account.
5. **Getting Involved:** Contact your District Chair of Officials.

These **RESOURCES** will help you complete and learn more about becoming an USTA official nationally and in the Midwest Section:

www.usta.com The USTA national web site.

www.midwesttennisofficials.org The Midwest Tennis Official's site. It can be used to find your District Chair of Officials. This site has important links to tennis information.

www.honigs.com/usta Honig's, the official USTA apparel company: 888-468-3284. The USTA uniform: khaki shorts/pants, predominately white tennis shoes, and the USTA national polo shirt. The shirt and other USTA apparel are ordered from this site. A stopwatch & measuring device are also needed.

www.usta.com/About-USTA/Officials/Officials/?intloc=headernavsub Click on **FRIEND AT COURT**, the USTA Handbook of Tennis Rules and Regulations (*FAC*), to access online copy. May be purchased on usta.com web site. Received free in the mail each year you are certified.