

# USAG/NAWGJ Florida CPE Update 2010 - 2011

Ladies and Gentlemen,

As Regional and National congress registration is now open and test dates for the 2009 – 2013 seasons are being planned, I thought it would be helpful to review important information regarding CPE. The intent is to make the requirements easier to understand and the process for CPE report submission as flexible and accurate possible.

The USAG and NAWGJ Florida boards take Judges' education very seriously. Both boards desire the Florida Judging community be as professional and as well educated as possible, and aspire to set an example for other areas of the country to follow. To that end, rules associated with CPE compliance will be adhered to and applied equally at all judging levels.

Here are some important reminders and updates to the CPE process as of 2008 to be aware of:

- CPE Clinic hours are defined as hours spent at a state, regional, or nationally organized event such as Congress, Clinics, Courses, or Symposiums.
  - These events must be publicized in advanced and open to all judges in the state, region, or nation as applicable to the event. (Exception: eligibility requirements must be met for judges' courses (Brevet and National).
- Each judge is responsible for recording a summary of their total annual CPE hours by category on the **Annual CPE Record** Form which may be found using the following link: < <http://nawgj-florida.org/staying.html> >
- Miscellaneous Credits may be obtained by the following:
  - Coaching (maximum six (6) hours) to be signed by supervisor or club owner.
  - In-gym observation, critiquing/consulting with coaches and gymnasts (maximum six (6) hours) to be signed by the coach.
  - Volunteering at a judging related activity (maximum four (4) hours) to be signed by the event coordinator.
    - Two (2) of the four (4) hours may come from service as a USAG or NAWGJ Board member.
  - Video or live practice judging at a level equal to or higher than your current level (maximum three (3) hours) to be signed by the supervising judge.
    - Practice judging will require pre-approval from the USAG State Chairman or NAWGJ State Judging Director.
    - To acquire pre-approval, e-mail the appropriate officer requesting permission.
    - Practice judging in a meet situation also requires pre-approval from the Meet Director. (This may be accomplished by contacting the assigner to determine who the Meet Referee is for an event and contacting the Meet Referee. Do not contact the Meet Directory directly.)

- When practice judging at an event, the judge should be prepared with all judging materials and wearing the appropriate uniform or attire for the event.
    - Video practice judging will be recorded in hours and requires written verification from the supervising judge.
  - Miscellaneous CPE activities are to be recorded on the **Miscellaneous CPE Credit** form which may be found using the following link:  
<http://usaglive.sportgbuild.com/Portals/0/PDFs/Forms/Women/JudgingAccreditationForms/CPemiscCredit.pdf>
  - All clinics must be pre-approved by the appropriate state, regional or national USA Gymnastics **AND** NAWGJ Officer.
  - Annual CPE reports are due to **the State CPE Coordinator by June 30<sup>th</sup>** each year. **Failure to meet this date may result in no assignments for the up coming competition season.** The **State CPE report** will be submitted to the following by **July 31<sup>st</sup>** of each year:
    - USAG National Office
    - USAG-FL State Chairman
    - NAWGJ-FL State Judging Director
    - Region 8 RTC
    - Region 8 RJD
  - The State Administrative Committee, upon recommendation of the CPE Coordinator or independently, may request a mandatory audit of specific individuals by National Office.
  - As part of an audit, failure of a judge to provide documentation of actual CPE hours as reported will result in disciplinary actions as stated in Article 9 of the USA Gymnastics Bylaws.
  - The only competition that may count for CPE Clinic credit is the Women's competition held in conjunction with USA Gymnastics National Congress. (Usually USA Championships or Olympic Trials.)
  - Sessions at National and Regional Congresses that are eligible for CPE credit will be marked by an asterisk on the respective schedule.
- The State CPE Coordinator is responsible for tracking clinic hours carried forward from one year to the next.
- Each Judge is responsible for identifying clinic hours to be carried over to the next year and the event from which they are being carried. (This should be clearly identified on your Annual CPE Report.)
  - Excess miscellaneous hours may not be carried forward.
  - Each Judge is responsible for providing proof of CPE eligibility for out of state clinics attended. (This does not include National and Regional Congresses.)
  - Anyone wishing to test to the next level or be assigned USAG meets must be CPE compliant.
  - If CPE compliance is not achieved within a given year, CPE hours from the successive year may be used to achieve compliance.

Note that CPE hours cannot be used twice. For example, if hours are being used to make up for a deficit in the previous year, the same hours cannot be applied to the year in which they were earned.

- CPE credits earned during the months of June and July may be applied to either to the competitive year in which they were obtained or to the following year. For example, credit hours obtained at a Regional Congress held in June of 2009 may apply to CPE credits for the 2008 – 2009 season or for the 2009 – 2010 season. CPE credits may not be carried forward more than one (1) year. (Credits earned in June of 2009 may not be applied to the CPE year spanning 2012 to 2013.)

In order for the Florida USAG and NAWGJ communities to achieve the highest level of education compliance, the following best practices are being implemented:

- **Florida will be requesting an audit for all late submissions.**
- Please provide copies of the signed CPE forms (the backup data) with your Annual Report. This ensures any issues or mistakes may quickly be resolved. (Please do not send originals.)
- CPE submissions may be made by snail mail, e-mail or fax.
- Acknowledgement of receipt will be provided by the CPE coordinator via e-mail.
- **Credits carried forward - the clinic title, dates and hours are currently being tracked.**
- Submission of Annual CPE Reports may be made at any time. (Please don't all wait until June 29<sup>th</sup>!)
- Hours in excess of those required for CPE Compliance will automatically be applied to the Gemstone program per the Gemstone guidelines.

Sample CPE Annual Report and Multi Session Clinic forms are provided at the end of this letter. Please use them as guidance when filling in your forms to ensure accurate recording and support data.

Should you have any questions, please feel free to contact me.

Sincerely,

Catherine M. Fariz

USAG-FL CPE Coordinator & NAWGJ-FL Secretary

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(SAMPLE)

## JUDGING ACCREDITATION ANNUAL CONTINUING PROFESSIONAL EDUCATION RECORD

NAME: Last, First (no initials please) USAG # 000000

Year: August 1, 20 08 – July 31, 20 09

CONTINUING PROFESSIONAL EDUCATION (CPE) WILL BE RECORDED IN ACTUAL CLOCK HOURS.

HIGHEST RATING HELD Please check all that apply.	CPE HOURS REQUIRED PER ACCREDITATION YEAR	MINIMUM NUMBER OF CLINIC HOURS PER YEAR	MAXIMUM NUMBER OF CLINIC HOURS ALLOWED TO CARRY FORWARD TO THE NEXT ACCREDITATION YEAR
<input type="checkbox"/> LEVEL 5/6	12	6	2
<input type="checkbox"/> LEVEL 7/8	12	6	2
<input checked="" type="checkbox"/> LEVEL 9	16	8	3
<input type="checkbox"/> LEVEL 10	20	10	4
<input type="checkbox"/> NATIONAL	20	10	4
<input type="checkbox"/> BREVET	20	10	4

- Clinical CPE hours will be defined as hours spent at a State, Regional or Nationally organized Congress, Clinic, Course or Symposium open to all. Sessions will be designated "Approved for CPE".
- A maximum number of CPE hours may be acquired for the following miscellaneous activities:
  - Coaching (6 hours)
  - In gym with coaches and gymnasts (6 hours)
  - Volunteering (4 hours)
  - Video or live practice judging which has been pre-approved by the State Judging Director or the USA Gymnastics State Chairman (3 hours)
- Each judge is responsible to keep accurate records of their Continuing Professional Education, including documentation of attendance at approved Continuing Professional Education experiences.
- The USA Gymnastics National Office will conduct audits each year that will require randomly selected judges to provide actual documentation of their Continuing Professional Education as reported on this form.
- This completed form must be sent to your State Continuing Professional Education coordinator NO LATER THAN JUNE 30TH of each year.

DATE	EVENT NAME	EVENT TYPE	HOURS	CLINIC HOURS CARRIED FORWARD FROM THE PREVIOUS YEAR
6/19 -21/08	2008 National Congress	Clinic	10 (of 12)	
6/22/08	Oktnouc Trials	Clinic	3	
2/2/09	Cathy's Gymnastics	In-Gym	3	
6/19 = 21/08	2008 National Congress	Clinic		2 carry forward to 2009 - 2010
9/7-8/08	FL. Judges' Cyup	Volunteer	4	
<b>TOTAL</b>			<b>20</b>	<b>2 carry to 2009 - 2010</b>

