

Judges' Continuing Professional Education

Continuing Professional Education (CPE) Requirements

1. Annual CPE's credits are required to test up to the next level and to be assigned to USA Gymnastics sanctioned events.
2. CPE credits will be calculated in actual clock hours.
3. The accreditation year will be defined as August 1-July 31.
***** The initial accreditation year will run from June 1, 2005 – July 31, 2006 *****
4. Required CPE hours are as follows:

Level 5/6	12	6	2
Level 7/8	12	6	2
Level 9	16	8	3
Level 10	20	10	4
National	20	10	4
Brevet	20	10	4

5. Clinic CPE hours will be defined as hours spent at a State, Regional, or Nationally organized events such as Congresses, Clinics, Courses, or Symposiums. These events must be publicized in advance and open to all judges in the state, region, or nation as applicable to the event (Exception: eligibility requirement must be met for judges' courses.)
6. All clinics require pre-approval from the appropriate State, Regional or National USA Gymnastics AND NAWGJ Officer by submitting the **Clinic Approval Form** a minimum of three (3) weeks prior to the clinic. All CPE approved clinics **require** a sanction. USA Gymnastics and NAWGJ Officers must return a copy of the signed **Clinic Approval Form** to the USA Gymnastics National Office.
7. It is the responsibility of each judge to pre-print the **CPE Clinic Credit** form prior to attendance at a pre-approved clinic session. Judges must present the Clinic CPE Credit form for a signature at the conclusion of the clinic. Clinical CPE activities are to be recorded on a **Clinic CPE Credit** form, which can be found on-line at <http://usaglive.sportbuild.com/Portals/0/PDFs/Forms/Women/JudgingAccreditationForms/clinicapproval.pdf>
8. Miscellaneous CPE hours may be acquired by the following:
 - a. Coaching (maximum 6 hours); to be signed by supervisor or club owner
 - b. In-gym observation, critiquing/consulting with coaches and gymnasts (maximum 6 hours); to be signed by the coach
 - c. Volunteering at a judging related activity (maximum 4 hours); to be signed by the event coordinator. Two of these four hours can come from service as a USA Gymnastics or NAWGJ Board member.

- d. Video or live practice judging at a level equal to or higher than your current level (maximum 3 hours); to be signed by the supervising judge. Practice judging will require pre-approval from your USA Gymnastics State Chairman or NAWGJ State Judging Director. For pre-approval, simply send an e-mail to the appropriate officer requesting permission. Please note that live Practice Judging also will require pre-approval from the Meet Director. This is done by contacting the Meet Referee for the event and not by contacting the Meet Director. The practice judge should come prepared with all judging materials and wear the appropriate judging uniform. Video Practice Judging will be recorded in hours and requires written verification from the supervising judge.
9. Miscellaneous CPE activities are to be recorded on the **Miscellaneous CPE Credit** form, which can be found on-line at <http://usaglive.sportbuild.com/Portals/0/PDFs/Forms/Women/JudgingAccreditationForms/CPERecord.pdf>.

Continuing Professional Education Tracking:

1. Each judge is responsible to keep accurate records of their CPE, including documentation of attendance at approved CPE experiences. Documentation should correspond to the hours submitted on the Annual CPE Record Form.
2. Each USA Gymnastics State Chairman will be responsible for designating a USA Gymnastics CPE Coordinator. CPE Coordinators must be proficient in Excel. The CPE Coordinator will maintain a list of all the judges in the state, the number of CPE hours they complete each year, and the number of clinical hours they will carry forward to the next year.
3. Each judge is responsible for recording a summary of their total annual CPE hours by category, recorded on the Annual CPE Record Form, and submitting their form to their respective CPE Coordinator by June 30 of each year. The Annual CPE Record Form is available on-line at <http://usaglive.sportbuild.com/Portals/0/PDFs/Forms/Women/JudgingAccreditationForms/AnnualCPERecord.pdf>, or may be obtained from your state CPE Coordinator.
4. The CPE Coordinator is responsible to send a master list of all judges who have successfully completed their annual CPE requirements to the USA Gymnastics National Office, the respective SJD, RJD, and the respective USA Gymnastics State and Regional Chairman by July 31st
- .5. If a judge does not complete all of their required CPE hours within a given year, they may apply CPE hours from the successive year to make up for the hours they were lacking. When completed, they must still send the proper documentation to their CPE Coordinator. Note that CPE hours cannot be used twice, meaning, if hours are being used to make up for a deficit previous year, those same hours could not be applied to the current year as well.
6. The National Office will conduct audits each year that will require randomly selected judges to submit actual documentation of the CPE to the USA Gymnastics National Office, as reported on their **Annual CPE Record Form**. Failure of a judge to provide documentation of actual CPE hours as reported will be subject to disciplinary actions as stated in Article 9 of the USA Gymnastics Bylaws.
7. Should a judge exceed the minimum number of clinic hours necessary in an accreditation year, they may carry forward the appropriate number of clinic hours allowed by level. Excess miscellaneous hours may **not** be carried over.