

## Guide to Taking U.S. Figure Skating Continuing Education Requirements (CERs)

To set up your PSA E-Learning account you will go to our webpage at [www.skatepsa.com](http://www.skatepsa.com).

On the left side click on the E-Learning/CER tab.

On this page notice the login area. *Once you have created your account you will log in here.* Click on First Time Visitors on the left.

This brings up the page where you will create your account. The PSA membership and E-Learning are separate but you may use your membership login here as well. Be sure to write down your username and password for future reference. Use the name your skaters will use to fill out test session and competition forms.

After filling out the information, click on Create Account.

You have created your account. Click on Go to Student Record.

You are now in your E-Learning account. From now on you will use your username and password you created to log in to your account. Please do not create a second profile.

The three areas you will want to become familiar with are **My Profile, Register for Courses, and My Transcript**. You can access these areas by clicking on the title across the top or by clicking the tabs on the side.

**My Profile** is where you will go to make changes to your name, email, or change login information. When you have made the corrections, click on Apply. Please remember that to make changes to your membership account, log in to the membership database on our homepage at [www.skatepsa.com](http://www.skatepsa.com) and click on Login on the left side.

**Register for Courses** contains the PSA catalog of all E-Learning courses. To take CER courses, scroll down to the Category A heading, Category B heading, or Category C heading for the correct year.

*Be sure to register for courses under the correct heading. This is especially important if you are Category B. The system will recognize you only in the category you register in. So if you register for Category A, but decide later to do only Category B, the computer will still see you as Category A and will not report you as compliant.*

Read the description of the courses under each division. Decide which course you would like to take and click Register to the right of the course.

When you are in the shopping cart page you can click on Back to Catalog to continue registering for more courses. When you are finished registering for courses, click on Checkout.

Fill out the information and click Place Order.

To access a CER course that you have registered for, click on **My Transcript**. Click on the title of the category (Example: Category B for 2010-11) the course is in. Click on the course you want to access.

Click on Step 1 Materials. Click on Open Course to access the study materials. On the left column you can click on the various chapters. You can right click or type the Control Key & P to print the material.

Click Open if you would like to view the related materials to enhance your studying.

Once you are ready to take the exam, click on Step 2 Tests. To begin the exam click on Open Exam.

Be sure you have all of the necessary materials before beginning. The timer will begin when you click on the Open Exam button. Remember that the U.S. Figure Skating Rules courses are all open book. Be sure to have your U.S. Figure Skating Rulebook with you, or the online version open in another window.

You will have one hour to answer the 20 questions.

At the completion of the exam, be sure to click Submit.

When you have completed the category, print your compliance certificate by clicking on **My Transcript**.

Click on the category title, and then on View Certificate.

Click on your printer icon or type the Control Key & P to access your printer information.

The certificate is a pdf document. It can be printed by computers with Adobe Acrobat installed, a common program. Also any pop up blocker must be disabled for your name to be printed on the certificate.

Be sure to take a copy of your certificate to all test sessions and competitions in case your name has somehow been left off the list of registered coaches. Having copies of your certificate, liability insurance, and membership cards will enable you to still receive a credential. Without proof you will not be able to stand at the boards and put your skater on the ice. It is common, especially if a skater has more than one coach, to have only one coach listed in the registration for a competition.