

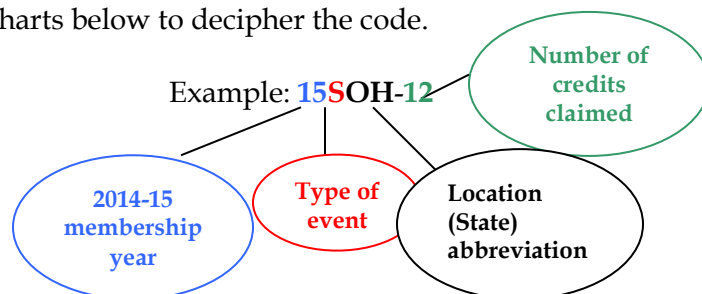
## How to check your educational credits status online

Rated coaches, including those who have passed the Basic Accreditation (BA) exam or Foundations of Coaching Course (FCC) are required to obtain a total of twenty-eight (28) education credits every three (3) years in order to maintain an active rating. A maximum of 16 credits can be counted from non-PSA events. The remaining 12 must come from a PSA event.

A year is based on the PSA membership year – July 1<sup>st</sup> to June 30<sup>th</sup>. Example:

To check the educational credits you have on file:

1. Go to [www.skatepsa.com](http://www.skatepsa.com)
2. Log in to your account
3. Click on the Individual Directory tab on the left side.
4. Fill in your first name and last name in the appropriate boxes.
5. Click on Search.
6. Educational credits are listed for CERs, PSA events, and pre-approved non-PSA events.
7. CERs are listed for the membership year. For example: CERs for 2015-16 start with 16.
8. Credits on the Attend PSA and Attend Other are listed with the second year of the membership year. For example: 2015-16 credits begin with 16, 2014-15 credits begin with 15, etc.
9. Please use the charts below to decipher the code.



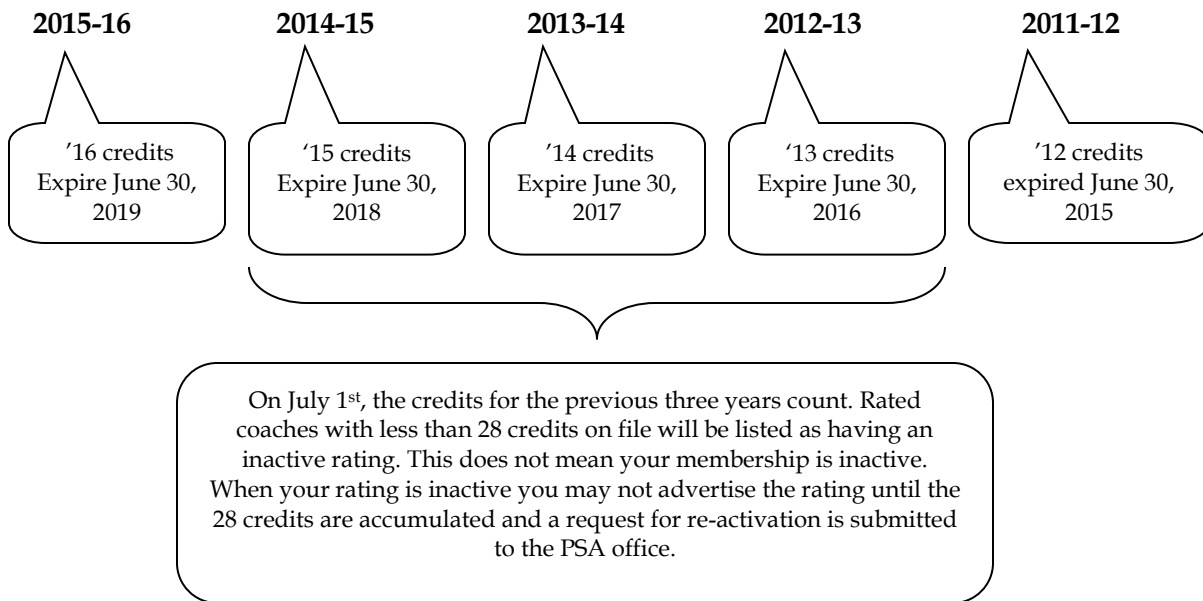
CER		Attend PSA	
eth	Ethics course	APP	Apprentice Program
ss	Sport Safety course	C	Conference
ru	U.S. Figure Skating Rules course	E	E-Learning (other than CER)
ijs	IJS course	M	Competition meeting
mem	Category C Growth and Retention of Members course	P	Ratings Prep
cbss	Category C Basic Skating Skills & Evaluation course	S	Nationwide Seminar
ccom	Category C Class Organization & Management course	T/ET	Trial Examiner/Examiner Training
<b>Attend Other -16 credits max. in 3 year period</b>		W	State Workshop
CAN	CFSA- Skate Canada	R	Oral Rating Exam
I	ISI- Ice Skating Institute		
ISU	International Skating Union		
O	USOC- Olympic		

U	US Figure Skating event
X	Examiner credits

So 15SOH-12 means an affidavit was recorded for the 2014-15 Nationwide Seminar in Ohio, and 12 credits were claimed.

Educational credits follow the membership year, and expire June 30<sup>th</sup> of each year. On July 1<sup>st</sup>, only the previous three years will count.

Example: July 1, 2015



Affidavits are generally recorded within two days of receipt, except during the fall Nationwide Seminars and after Conference, which are high volume times. Affidavits may be mailed, faxed, or scanned and emailed to the PSA office.

If you have any questions about the recorded credits or missing credits, please contact Ann Miksch at [amiksch@skatepsa.com](mailto:amiksch@skatepsa.com).