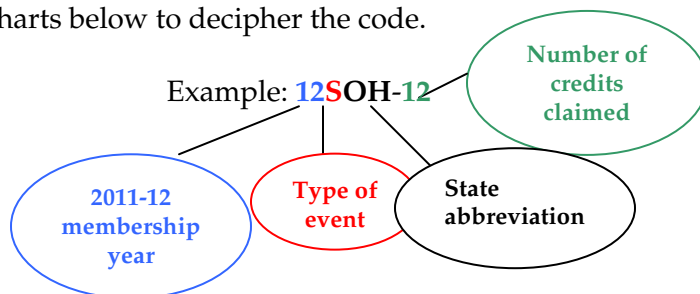


## How to check your educational credits status online

Rated coaches, including those who have passed the Basic Accreditation (BA) exam, are required to obtain a total of twenty-eight (28) education credits every three (3) years in order to maintain an active rating. 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 for 2011-12 are listed beginning with 11. CERs for 2012-13 will begin being listed with 13.
8. Credits on the Attend PSA and Attend Other are listed with the second year of the membership year. For example: 2010-11 credits begin with 11, 2011-12 credits begin with 12, etc.
9. Please use the charts below to decipher the code.

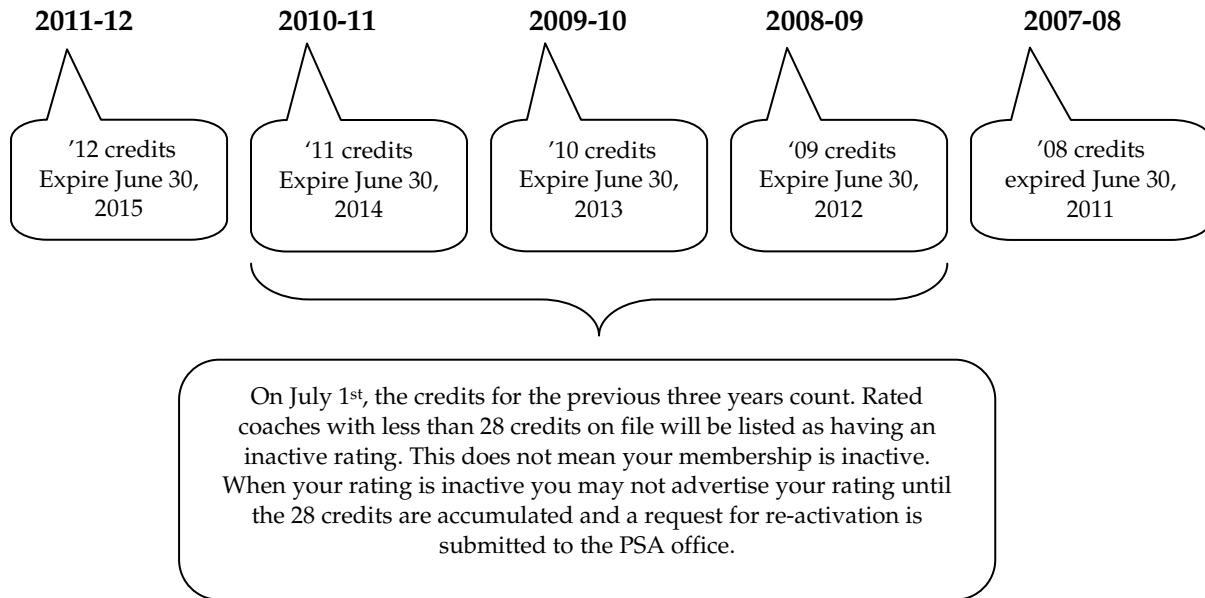


CER		Attend PSA	
eth	Ethics course	APP	Apprentice Program
ss	Sport Safety course	C	Conference
ru	U.S. Figure Skating Rules course	E	E-Learning (other than CER)
ijs	IJS course	M	Competition meeting
mem	Category C Growth and Retention of Members course	P	PACE
cbss	Category C Basic Skating Skills & Evaluation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

So 12SOH-12 means an affidavit was recorded for the 2011-12 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, 2011



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).



# AFFIDAVIT

This form:

- Must be completed and returned to the PSA office within **2 weeks** after attending the accredited program or credit will not be given.
- Is for coaches who currently hold a rating. If you have passed the Basic Accreditation (BA) written exam you are considered rated.
- Is for non-rated coaches who plan to take the Basic Accreditation (BA) exam **within the year.**

Rated       Not rated

To fulfill PSA continuing education requirements, a rated professional must acquire 28 educational credits in a three-year period to keep his/her Ratings active. (E.g. 2010, 2011, 2012 – 28 credits)

Each presentation or topic of 30 minutes to one hour attended constitutes **one credit.**

I attended/completed *PSA PROGRAM*:

- Annual Conference
- Elite Coaches Seminar
- PACE
- Nationwide Seminar
- State Workshop
- Apprentice Program
- Pair/Dance/Synchro Coaches College
- Entry Level Coaching Course
- Other \_\_\_\_\_

*PRE-APPROVED PROGRAMS:* (You must attach a copy of the agenda/schedule to this form from the event.)

A combined maximum of **16 credits** allowed in a 3-year period for ISI and/or U.S. Figure Skating events.

- ISI Educational Event
- US Figure Skating Educational Event

Maximum of **8 credits** allowed in a 3-year period.

- USOC Event
- ISU Event
- Other i.e. Skate Canada \_\_\_\_\_

Held in: City \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_

I am claiming the following number of PSA educational credits: \_\_\_\_\_ (Do not leave blank)

By signing below I certify that the information is true and correct:

Name \_\_\_\_\_ PSA Number: \_\_\_\_\_  
(Please print clearly)

Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MAKE A COPY OF THIS FORM AND KEEP IN YOUR RECORDS FOR VERIFICATION**

**RETURN AFFIDAVIT TO: PSA ~ 3006 Allegro Park SW ~ Rochester, MN 55902 or Fax to 507-281-5491**