# **How To Earn Continual Learning Credits**

Remember, continual learning credits are part of your annual certification requirements.

Any Official who was certified before November 1, 2023, will need to earn 4 continual learning credits in order to recertify for the 2024-25 certification cycle. The credits you earn must be split:

- 2 Credits in the Tennis Knowledge Library
- 2 Credits in the General Knowledge Library

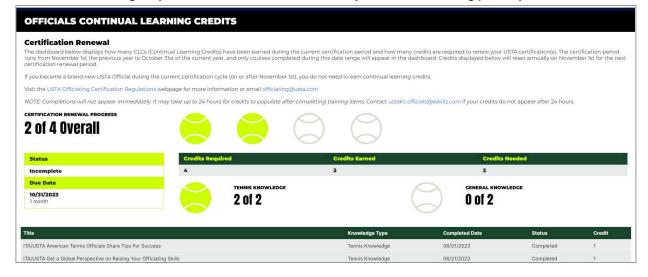
Continual learning credits don't roll over from cycle to cycle. Once you earn the required number of credits for this certification cycle, you will not earn credit for any other learning experience you complete for the rest of the cycle

### ProSteps for earning your continual learning credits!

- 1. OfficialsFirst My Certification Tab
  - a. The "Education Credits" section under Core Requirements will let you know how close you are to meeting your continual learning credit goal.



- 2. Log into the Officiating LRC.
  - a. Need help? Click the Blue Chat icon at the top right of the log-in page.
- 3. Click the "My Dashboard" tab
  - a. This will give you detailed information about your credit-earning journey.





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## 4. Click the "My Trainings" tab

- a. This tab is your full learning history so that you don't retake content you have already completed. Remember, credit will not be earned on content you have completed in the past.
- 5. Review the breakdown of credit earning for everything in the LRC
  - a. This can be found on the Officiating Certification Regulations web page.
- 6. Find Content that will earn you credits → Click the "Home" Tab
  - a. Disciplines and Courses section
    - i. Courses earn 1 credit each
    - ii. Most of the short items in the Diversity & Inclusion library earn 0.25 credit.
  - b. In-Person Education
    - i. Workshops earn 2 credits
  - c. Webinars
    - i. Check out the "Webinar Recordings" library, the number of credits earned and if it counts towards general or tennis knowledge will be listed with the title.

### 7. Check the "My Trainings" tab

- a. Online courses and webinar recordings will show up immediately.
- b. Workshops and live webinars attendance can take up to a week.
- c. Once the completion shows up on your My Training tab, it takes 24 hours for your LRC Dashboard to update and can take up to 48 business hours for OfficialsFirst to update.

#### More Information is available

Check out the Officiating Certification Regulations web page for these resources:

- Recordings of the Continual Learning Webinar Series
- User Guides regarding:
  - Webinar Recordings
  - Overview of the Continual Learning Credits
  - Breakdown of all the credit earnings assigned to LRC content.
- Updated FAQs

