

# 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.

Core Requirements				
USTA Membership Expires 08/31/2024	Safe Play Expires 05/01/2024	Vision Form Expires 10/31/2025	Education Credits Required for 2023-2024 recertification: 4.00 Earned: 2.00 Needed: 2.00 Log into the <a href="#">Officiating LRC</a> to find training and resources!	USTA Certified Official Requirement Incomplete - <a href="#">Click here</a>

### 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.

### OFFICIALS CONTINUAL LEARNING CREDITS

#### Certification Renewal

The dashboard below displays how many CLCs (Continual Learning Credits) have been earned during the current certification period and how many credits are required to renew your USTA certification(s). The certification period runs from November 1st of the previous year to October 31st of the current year, and only courses completed during this date range will appear in the dashboard. Credits displayed below will reset annually on November 1st for the next certification renewal period.

If you became a brand new USTA Official during the current certification cycle (on or after November 1st), you do not need to earn continual learning credits.

Visit the USTA Officiating Certification Regulations webpage for more information or email [officiating@usta.com](mailto:officiating@usta.com)

*NOTE: Completions will not appear immediately. It may take up to 24 hours for credits to populate after completing training items. Contact [ustalrc.officials@eskillz.com](mailto:ustalrc.officials@eskillz.com) if your credits do not appear after 24 hours.*

#### CERTIFICATION RENEWAL PROGRESS

## 2 of 4 Overall

Status	Credits Required	Credits Earned	Credits Needed
Incomplete	4	2	2

Knowledge Type	Progress
TENNIS KNOWLEDGE	2 of 2
GENERAL KNOWLEDGE	0 of 2

Title	Knowledge Type	Completed Date	Status	Credit
ITA/USTA American Tennis Officials Share Tips For Success	Tennis Knowledge	06/01/2023	Completed	1
ITA/USTA Get a Global Perspective on Raising Your Officiating Skills	Tennis Knowledge	06/21/2023	Completed	1

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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