



Dear Official:

U.S. Figure Skating is committed to providing a safe, healthy and positive skating environment for all members. As an official, you play a crucial role in this endeavor. As of July 1, 2018, all U.S. Figure Skating officials must complete a Background Check and SafeSport training program, as well as agree to applicable codes of ethics and conduct, the Social Media Policy and the Travel Policy in order to officiate at any sanctioned competition, test session or club program. Requirements must be completed at least two weeks prior to the event.

All of these requirements must be submitted online through the U.S. Figure Skating [Members Only](#) site.

The Background Check will take approximately 10 minutes to submit, and the cost will be covered by U.S. Figure Skating. Once submitted, it will take 7-10 business days to process and be recorded on your U.S. Figure Skating member profile.

The SafeSport training, prepared by the U.S. Center for SafeSport, is a series of three modules, with short tests to be completed for each module. Altogether, the modules take approximately 90 minutes to complete, and they do not need to be completed in one session. Successful completion of this training will be recorded automatically on your U.S. Figure Skating member profile within 48 hours, and you will be provided with electronic certificates for your records immediately upon completion.

To begin:

1. Log into your U.S. Figure Skating [Members Only](#) account.
2. Click red bar: "Your member compliance is NOT COMPLETE," or the person icon to the right of your name.
3. All compliance items are in the blue box at the top of the page.
 - a. For **SafeSport Initial Training**, click red "BEGIN" button.
 - i. Enter your member number.
 - ii. Validate the information is yours.
 - iii. Complete the Account Setup, create a password.
 - iv. You will need access to the email address entered to validate the email before you can begin the training.

- b. For a **Background Check**, click the red “BEGIN” button.
 - i. You will be required to validate your information before being sent to NSCI in a new window.
 - ii. Please have your Social Security Number, past addresses, and an electronic copy of your driver’s license or passport available to upload. ***Hint:*** Take a picture with your phone, e-mail it to yourself (choose a size less than 2 MB) and save it to upload.

To watch an instructional webinar on how to complete this process, log on to [Members Only](#) and click on “webinars.” For a list of FAQs and answers, visit U.S. Figure Skating’s [SafeSport](#) page.

Questions can be directed to: memberservices@usfigureskating.org

On behalf of U.S. Figure Skating, thank you for your continued support of our athletes in reaching their goals within a safe, healthy and positive environment.

Anne Cammett
U.S. Figure Skating president

Kris Arneson Cutler
U.S. Figure Skating SafeSport Chair

John Anderson
U.S. Figure Skating staff counsel