

U.S. Figure Skating
Technical Accountant Guidelines for Appointment
(Revised July 16, 2011)

Job Definition of the Technical Accountant

Level 2 Technical Accountant

- Setup, test, troubleshoot, and teardown mini IVR systems.
- Perform IVR updates.
- Be able to run mini IVR systems at rink side and troubleshoot rink side issues.
- Be able to work with and assist the chief accountant, particularly in regards to database management.
- Be able to train others to assist you during a competition.
- Be able and willing to travel and potentially work long hours.
- Assist US Figure Skating and the LOC with shipping logistics.
- Have a basic understanding of networking in order to setup and run the live scoring system.

Level 3 Technical Accountant

- All of the above.
- Be able to setup and operate the large IVR systems, including associated video servers, graphics devices, and video and power distribution systems.
- Be able to setup and operate additional hardware and software to interface with both television and any venue display system.
- Be able to work in conjunction with the timing needs of TV during the competition.

Technical Accountant Levels and Requirements

Level 1 Technical Accountant:

- Someone who has attended a mini IVR system school but not yet taken the exam to become certified.
- May assist with mini IVR system setup and teardown at any competition, but must work under the supervision of a Level 2 or 3 Technical Accountant.
- May run rinkside mini IVR system (primary or backup) without supervision.

To be certified as a Level 1 Technical Accountant:

1. Must currently be an appointed Accountant (any level) in good standing.
2. Must attend a mini IVR system school and be certified by the school instructor.
3. To maintain certification, must either attend a mini IVR system school every 4 years or actively assist in the running of a mini IVR system rinkside at least twice per year.

Level 2 Technical Accountant:

- Someone who has attended a mini IVR system school, has taken and passed the exam, and has been appointed by the National Vice Chair for Special Projects.
- May be assigned to setup, operate, and teardown rinkside mini IVR systems at any competition.
 1. A Level 2 or 3 Technical Accountant is required in order to rent a mini IVR system from U.S. Figure Skating.
- May supervise and instruct Level 1 Technical Accountants.
- May be assigned to assist a Level 3 Technical Accountant, after having completed large IVR system training, at any competition utilizing the large IVR system.

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To be certified as a Level 2 Technical Accountant:

1. Must currently be an appointed Accountant (any level) in good standing.
2. Must currently be a certified Level 1 Technical Accountant.
3. Must attend a mini IVR system school, then take and pass the exam within one (1) month after the school.
 - a. This may be the same school that the candidate attended to become a Level 1 Mini IVR System Assistant.
4. Must work with a Level 2 or 3 Technical Accountant for an entire competition (including setup, operation, and teardown) within one (1) year after passing the exam, and must be recommended by that Technical Accountant.
5. Must be appointed by the National Vice Chair for Special Projects
6. To maintain certification, must either attend a mini IVR system school every 4 years or be the Technical Accountant (either chief or assistant) at a competition at least twice per year.

Level 3 Technical Accountant:

- Someone who has attended a large IVR system school, has taken and passed the exam, and has been appointed by the Chair of the Competitions Committee based on a recommendation by the National Vice Chair for Special Projects.
- May be assigned to setup, operate, and teardown the large IVR system at the U.S. Figure Skating Championships, and at any other competition utilizing the large IVR system.
- May be assigned to setup, operate, and teardown rinkside mini IVR systems at any competition.
 1. A Level 2 or 3 Technical Accountant is required in order to rent a mini IVR system from U.S. Figure Skating.
- May supervise and instruct Level 1 and 2 Technical Accountant.

To be certified as a Level 3 Technical Accountant:

1. Must currently be an appointed Accountant (any level) in good standing.
2. Must currently be a certified Level 2 Technical Accountant.
3. Must attend a large IVR system school, then take and pass the exam within one (1) month after the school.
4. Must work with a Level 3 Technical Accountant for an entire competition (including setup, operation, and teardown) as soon as possible after passing the exam, and must be recommended by that Technical Accountant.
5. Must be appointed by the Chair of the Competitions Committee, based on a recommendation by the National Vice Chair for Special Projects
6. The requirements for maintaining certification have not yet been determined for this level. Tentative requirements to maintain certification: must attend a large IVR system school once every four (4) years, must be a Technical Accountant at a competition at least twice per year, and must be a Technical Accountant at a competition utilizing the large IVR system at least once every four (4) years.

Exam Information

- The exam is created and graded by the National Vice Chair for Special Projects and/or their designee.
- Exams are either handed out at the school by the instructor or afterwards by the National Vice Chair for Special Projects.
- You will be tested in several different areas such as setup and tear down, running at rink side, and troubleshooting common problems with an emphasis placed on troubleshooting.
 - The mini IVR system exam has approximately 25 essay questions.

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- The large IVR system exam has approximately 56 questions. Most are essay with a few true or false questions.
- On both exams, you will need to obtain a score of 80% to pass. If you fail, you can re-take the exam in 6 months from the date that you submitted your first exam.
- You will be able to use your course material, the Internet, IsuCalcFS, and any other useful documentation as a reference while taking the exam. You may not however, directly copy or quote the course material verbatim, or use a reference to the course as your sole answer to any of the questions.
- While taking the exam, you are encouraged to take on the role of the Technical Accountant and visualize yourself in each situation and then respond accordingly. In other words, answer each question as if you are actually in the given situation.
- You may not consult with anyone during the time that the exam is in your possession. Doing so will disqualify you from becoming a Technical Accountant.
- Candidates must complete and return the exam as soon as they receive it and will not be able to see the questions in advance.
 - If administered at a school, they must complete the exam at the school in the time frame allowed by the instructor.
 - If sent to the candidate via email, the exam must be taken and returned to the National Vice Chair for Special Projects within 24 hours of receiving the mini IVR system exam. 48 hours are allotted for the large IVR system exam.
 - If sent to the candidate via postal mail, the exam must be returned to the National Vice Chair for Special Projects and post marked within 24 hours of receiving it. 48 hours are allotted for the large IVR system exam.
 - If the exam time limit will be a hardship due to extenuating circumstances, inform the National Vice Chair for Special Projects in advance to make other arrangements.
- The National Vice Chair for Special Projects will notify the candidate of their exam results shortly after the exam is submitted (usually within two weeks).