

# Learning Center Certification Guide

The Arkansas State Referee Committee will migrate all referee certification from the GameOfficials software over to the USSF Learning Center (LC) starting with 2020 certification. All current certified referees, assignors, assessors and instructors will perform re-certification through the LC. New referee candidates will also do their initial certification through LC beginning in January.

The certification/re-certification process includes some combination of:

- Completing a background check (only for age 18 & over and if not previously completed, perhaps as a Coach)
- Completing a SafeSport training module (if not previously completed)
- Completing a “Safe and Healthy Playing Environments” training module (deals with medical and weather emergencies)
- Completing a USSF referee training course, Grassroots or Regional
- Passing a certification quiz

The requirements for any course are listed under the “Assignments” tab of the course, once you get to that point. When all requirements are satisfied, an Instructor will approve you for certification pursuant to the class level. If you have completed a given course, if you try to register for it again, you will be alerted with the message “Congratulations! You already passed this course” to prevent you from taking a course accidentally multiple times.

This is a guide to navigating the LC site to enroll in courses and access the referee resources that USSF has made available. The first step is to create a user account on the site. LC serves both officials and coaches and one account will work with both roles. If you have already created an account as a coach, it is not necessary to create a new one as a referee, and you may skip ahead to **Step 2**.

## Step 1 – Create user account

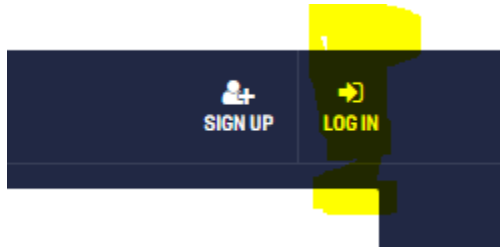
1. Log in to the LC site: [learning.ussoccer.com](http://learning.ussoccer.com). You will see the default Home page:

The screenshot shows the U.S. Soccer Learning Center website. At the top, there is a dark blue navigation bar with the U.S. Soccer Learning Center logo on the left, and links for COURSES, FAQs, and OFFICIAL UNIFORM in the center. On the right side of the navigation bar, there are 'SIGN UP' and 'LOGIN' buttons, with the 'SIGN UP' button highlighted in yellow. Below the navigation bar, the main content area features the U.S. Soccer Federation Referee Program logo in the center. To the left of the logo, there is a welcome message: 'Welcome to U.S. Soccer's Learning Center. We believe that every player has the right to develop and compete in a fair, fun and safe environment under the oversight of a licensed referee. While in the Learning Center, you will have access to referee courses, resources and support. Welcome to the team!'. To the right of the logo, there is a 'REFeree PATHWAY' diagram showing a progression from 'GRASSROOTS' to 'FIFA'. Below the diagram, there are three main navigation buttons: 'Start your Journey', 'Learn About the Pathway', and 'My Courses'. At the bottom of the page, there is a footer with links for Home, Terms of Use, Contact Us, U.S. Soccer, and USSLC Status, and social media icons for Twitter and Facebook.

2. Select the “Sign Up” link in the upper right corner.
3. Fill out the profile information on the page.
4. Click on the “Sign Up Now” link at the bottom right side of the page. USSF will link up the information provided with any certification history you have with USSF, but you will need to take care to use the same Name and Email information for this link to be made correctly.
5. Click on the “Continue to My User Profile Now” button and review your information. Correct it if necessary.
6. Click on the “Home” link in the lower left corner to return to the starting point.

## **Step 2 – Log in**

1. If you just created an account, you are already logged in. If you have previously been on the site and did not explicitly log out, the site keeps you logged in, so you won't have to do it every time. If you see the "Log In" link in the upper right corner of the home page, you will need to log in with your email address and password to use the site.



2. Once you have logged in, you will see a personal info menu option replace the "Log In" link in the upper right corner of the page.

## **Step 3 – Background Check**

If you are age 17 or younger, you don't need a Background Check (BC) and you should skip ahead to **Step 4**. If you have already had a Satisfactory BC performed through USSF within the last two years (perhaps as a Coach), you may skip ahead to **Step 4**.

USSF mandates that all coaches, officials and USSF representatives (anyone with some kind of certification) submit to a BC through NCSI. Before you will be allowed to register for any course, the BC must be completed, and that may take up to 10 business days. In practice, results seem to return in about 5 business days, but the point is that this will need to be submitted and you will have to wait some period of time before you can take any certification or re-certification course. For example, you won't be able to do your re-certification two days before a tournament in order to work that tournament, like what was possible with GameOfficials.

1. From the Home page, click on the "Learn About the Pathway" picture at the lower part of the page. This will bring up a listing of the categories of courses available. It defaults to information about the first-time grassroots referee path, and there are links to Grassroots and Regional referee courses as well as Supplemental courses for referees, assignors, assessors and instructors. Select the Supplemental course "Background Screening":

**Available Courses**

SUPERVISED COURSES

MY COURSES

AVAILABLE COURSES

**License pathway**

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- National Courses >
- Regional Courses >
- Grassroots - Recertifying Referees >
- Grassroots - First-time Referees >

**Supplemental courses**

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- Background Screening >
- SafeSport >
- Futsal Courses >
- Instructor Courses >
- Assessor Courses >
- Assignor Courses >

**Grassroots - First-time**

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This course is for new, first  
Grassroots referees can off

**Eligibility**

In order to certify as a First

- 13 years or older

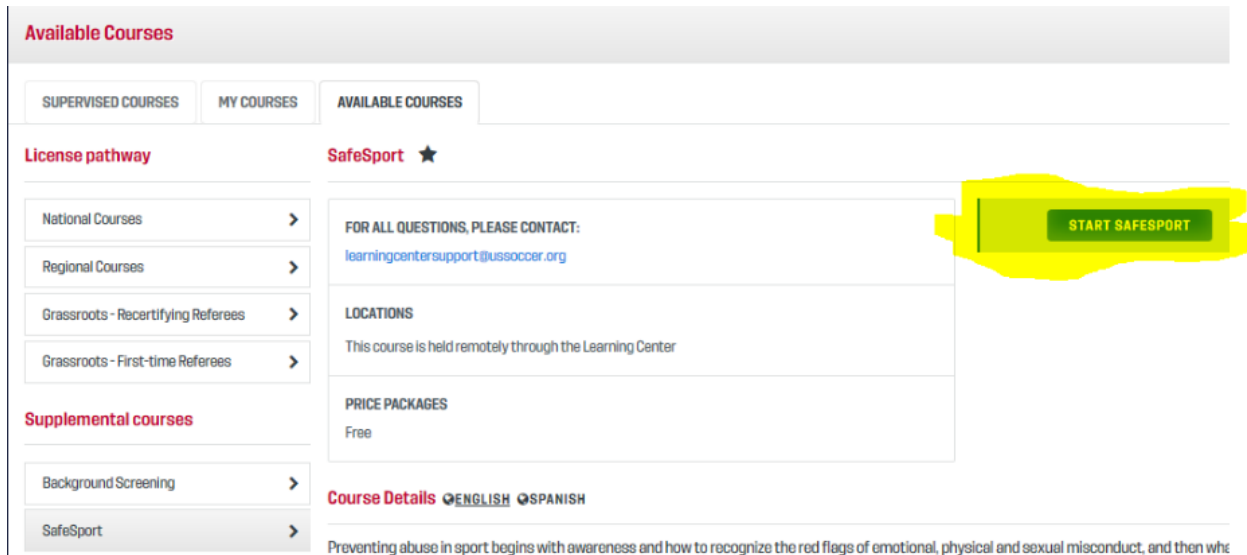
**Course Requirements:**

First Time Grassroots Referees  
NCSI background check.

2. Fill out the profile information on the page. There are a number of disclosures and authorizations to which you must consent.
3. There will be a payment required of \$31.21. This is a separate fee from any required for a course. This fee is just for the BC. As stated above, the BC is good for two years, dated from the date of results returned for the check.
4. The BC will take several days to complete, up to 10. You will be notified by email from [automation@instascreen.net](mailto:automation@instascreen.net) when the results are returned to USSF. Confirmation may be made by logging in to LC and looking at your Profile, where all your certifications will be listed, including the BC. During that time, you will not be able to enroll in a course leading to certification, but there is a required Supplemental course you may take before BC results are returned, in order to get it out of the way – SafeSport training.
5. If continuing on, select “Home” in the lower left corner of the page to return to the Home page.

## Step 4 – SafeSport Training

1. SafeSport training is a new requirement for every course at every level. From the Home page, click on the “Learn About the Pathway” picture at the lower part of the page.
2. Select the Supplemental course “SafeSport”:



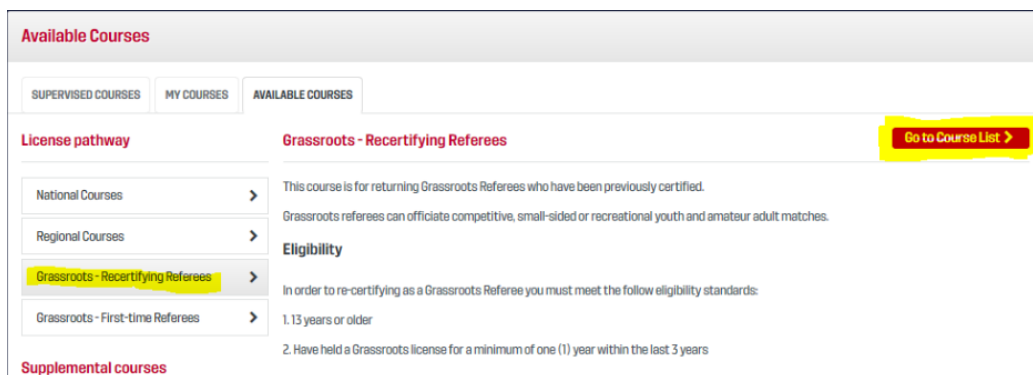
The screenshot shows the 'Available Courses' interface. At the top, there are three tabs: 'SUPERVISED COURSES', 'MY COURSES', and 'AVAILABLE COURSES'. Below the tabs, the 'License pathway' section is active, showing 'National Courses', 'Regional Courses', 'Grassroots - Recertifying Referees', and 'Grassroots - First-time Referees'. The 'Supplemental courses' section is also visible, with 'Background Screening' and 'SafeSport' listed. The 'SafeSport' course is highlighted in grey. To the right of the 'SafeSport' course, there is a green button labeled 'START SAFESPORT' which is highlighted with a yellow box. Below the course details, there is a 'Course Details' section with links for 'ENGLISH' and 'SPANISH'. The course description at the bottom reads: 'Preventing abuse in sport begins with awareness and how to recognize the red flags of emotional, physical and sexual misconduct, and then whi'.

3. Click on the “Start SafeSport” button to begin the training consisting of videos and some questions to respond to along the way, and “Submit” when finished.

## Step 5 – Course Registration

Once you have been notified by email that your Background Check has completed satisfactorily, you will be able to register for a certification/re-certification course, be it any course for grassroots or regional referees, assignors, assessors or instructors. At this point, the process is the same, only the course taken differs. For the sake of example, we will use the re-certification course for grassroots referees.

1. From the Home page, click on the “Learn About the Pathway” picture at the lower part of the page.
2. Select “Grassroots – Recertifying Referees” under the License Pathway on the left of the page.



The screenshot shows the 'Available Courses' interface. At the top, there are three tabs: 'SUPERVISED COURSES', 'MY COURSES', and 'AVAILABLE COURSES'. Below the tabs, the 'License pathway' section is active, showing 'National Courses', 'Regional Courses', 'Grassroots - Recertifying Referees', and 'Grassroots - First-time Referees'. The 'Grassroots - Recertifying Referees' course is highlighted in yellow. To the right of the course details, there is a yellow button labeled 'Go to Course List >'. Below the course details, there is an 'Eligibility' section with the following text: 'In order to re-certifying as a Grassroots Referee you must meet the follow eligibility standards: 1. 13 years or older 2. Have held a Grassroots license for a minimum of one (1) year within the last 3 years'. The 'Supplemental courses' section is also visible at the bottom.

- Click on the “Go to Course List >” button on the right side of the page. You will be presented with all courses having to do with grassroots referee re-certification, in case there is more than one. Notice in our example that some courses may be closed, as indicated by the “Closed Registration” indicator to the right of the course listing. For our purpose, we want to select the course that is open for “Registration”:

**Upcoming Grassroots - Recertifying Referees** [Go to Course Information >](#)

▼ FILTERS ⓘ

TITLE	HOST	LOCATION	YEAR
Type here...	Arkansas State Referee C ▼	Please select ... ▼	Please select ... ▼

Hide completed/canceled courses

✕ CLEAR

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<b>2020 AR Grassroots Referee Re-certification</b>	★
📅 Jul 27, 2019 📍 Little Rock, AR	● Closed Registration
<a href="#">COURSE DETAILS &gt;</a>	

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<b>2020 AR Grassroots Re-certification Course</b>	★
📅 🌐 Remote	● Registration
<a href="#">COURSE DETAILS &gt;</a>	

- Select the “Course Details” link for “2020 AR Grassroots Re-Certification Course”:

**2020 AR Grassroots Re-certification Course** ★ [← BACK TO STATE'S COURSE LIST](#)

<b>FOR ALL QUESTIONS, PLEASE CONTACT:</b> <a href="mailto:GlowAR@sbcglobal.net">GlowAR@sbcglobal.net</a>	<p>Registration is now open for eligible candidates. Click below to begin</p> <p><a href="#">PROCEED TO REGISTRATION</a></p>
<b>LOCATIONS</b> This course is held remotely through the Learning Center	
<b>PRICE PACKAGES</b> <a href="#">Cancellation Policy</a> 2020 Grassroots Referee Recertification \$60.00	
<b>COURSE ADMINISTRATORS</b>  <b>VAN LAMAR</b> Arkansas State Referee Committee	

- Click on the “Proceed to Registration” button on the right side of the page. (If your BC is not yet complete, this button will state something to the effect of “You are currently not eligible for this course”) The SafeSport training does not have to be completed before course registration, it is part of the course. It is listed above only as something that can be completed while waiting for the BC to complete.
- Once registration is accomplished, you will see a list of the modules that must be completed satisfactorily to complete the course (SafeSport Training is one of them). Modules to be completed will have the status “Draft” to the right of the module. As they are completed, the status will change to “Satisfactory”.

The screenshot displays the course management interface for the '2020 AR Grassroots Re-certification Course'. At the top, there is a header with the course title and a 'RETURN TO COURSE OVERVIEW' link. Below the header, there are navigation tabs for 'COURSE DETAILS', 'GROUP MEMBERS', 'RESOURCES', 'ASSIGNMENTS', 'LIBRARY', 'COMMUNICATION', and 'EVALUATIONS'. The main content area shows a list of modules:

Module Name	Due Date	Status	Action
Online Grassroots Referee Course	Due date: none	Draft	OPEN >
2020 Grassroots Referee Re-Certification Quiz	Due date: none	Draft	OPEN >
2020 Introduction to Safe and Healthy Playing Environments	Due date: none	Draft	OPEN >
2020 SafeSport Training	Due date: none	Satisfactory	OPEN >

- You may exit any of the modules, including the test, at any time and pick them back up later at the point you left them. When any module is completed, you will be prompted to “Submit” the module for certification or scoring, usually in the lower right corner of the last screen. This will trigger the change of status to “Satisfactory”, as mentioned above.
- When all modules display a “Satisfactory” status, you are done. An Instructor will be monitoring all course activities and when a candidate completes all modules, the course will be submitted for approval for certification. All certificates you have achieved will be listed in your Profile.