



USTA Officials Work Record Procedures

*In Colorado, **your Work Record in NUCULA is reviewed** by the District Chair **in early October**.*

The District Chair will inform the Section Chair by October 15th that the Records have been validated. The Section Chair will review and determine each official's certifications and input them into NUCULA.

Following are other comments related to your Work Record:

1. Read and review the three page handout: NUCULA Manual Work Record.
2. For ITA / college events, please keep track of your days worked during the year and only post ONE NUCULA event for all of your days of ITA work.
3. All Officials are required to fill out his/her NUCULA Work Record in full. Incomplete Work Records will not be accepted by the District, Intermountain Section, or the USTA Officials Department.
4. Please note the vision requirement is every other year in odd years. All USTA Officials are required to get an eye exam in odd numbered years in order to be considered for USTA certification in the following year. The next eye exam is due in 2013. In even years, every official is required to apply and pass the Criminal Background Screening – the next Background Screening is required in 2014.
5. Provisional Officials who have met the requirements may move to a sectional certification level within the same year. (All other Officials must wait until the following year to move up to a higher certification level).
6. If you have any questions, please contact your District or Section Chairman.