

Recertification Instructions (2021 Registration Year)

To be eligible for assignment to games in Western New York, you will need to complete the following steps:

1. Complete the Introduction to Safety training program within the Learning Center. This is required for all ages and takes about 30 minutes.
2. If you are 18 years of age or older, complete SafeSport certification. This is also in the Learning Center.
 - a. If completed last year you will be directed to the refresher course. The refresher takes 10-15 minutes.
 - b. If this is your first SafeSport course, you will be directed to complete the full certification course. The full course takes about 1.5 hours.
3. Pass a written test (online) with a score of 80% or higher. This will be completed in Officials Management System.
4. Attend an appropriate recertification clinic (online).

All online sessions must be completed within 24 hours of the start time of the recertification clinic attended.

Important: It is highly recommended that you complete your SafeSport and Introduction to Safety requirements in the Learning Center before completing the registration tasks in Officials Management System (OMS)

To complete the SafeSport and Introduction to Safety portions at the US Soccer Learning Center

1. Go to the Learning Center at learning.ussoccer.com/referee.
2. Log in to your account. If you were registered in 2020 you should have opened an account. If you forgot your login information, use the “Forgot” links on that page. If that doesn’t work contact referee@ussoccer.org – we cannot help you recover your information.
3. At the top of the page you’ll see options – POINT to “Courses” (but don’t click on it) at the top of the page. Clicking on that sometimes takes you to a blank page. Just hover over “Courses” and a sub-menu will appear. In that sub-menu, click on “Available Courses.”
4. You’ll see two buttons at the top. Click on “Supplemental Courses.” (It is grey and looks like it’s inactive, but it will work when you click on it.)

In the column on the left, you will see options for SafeSport and Intro to Safety. Click on those links to complete the training.

To register for a recert clinic and complete your written test in Officials Management System (OMS):

1. Click this link to see a listing of recertification clinics:
<https://www.dropbox.com/s/in0fmu85jdi8mj2/2021%20Recert%20Schedule.xlsx?dl=0>
2. Log in to your OMS account at <https://wnyreferee.omgtsys.com>
3. From your Member Home Page, there is a drop down menu in the upper left labeled “I want to:”
 - a. click the arrow on the drop-down menu
 - b. select “Register for Clinic or Fitness Test.”
4. Registration year 2021 will be selected by default. Answer the legal question.

5. In the “Soccer Official Type” box, select Referee.
6. In the “Registration type” box, select “Recertification.”
7. Read the Terms and Conditions and select “Submit Request.”
8. You will see a list of clinics that you are eligible to attend. (Clinics are not “district specific” this year.)
 - a. If you are a Regional, Advanced Grassroots or Emeritus level referee
 - i. You must attend an Advanced Clinic.
 - ii. If you see listed an advanced clinic dated 1/1/2021, do not select it
 - b. If you are a Grassroots Referee
 - i. You must attend either the Basic or Advanced Clinic
 - ii. If you choose to attend the Advanced Clinic, you will be required to pass the Regional Referee Test associated with that clinic
 - c. The list of clinics, particularly basic clinics, will be long. You can check the clinic schedule to select a date, then scroll to that date.
 - d. Registration for a clinic will **close two days before** the clinic.
9. Click on “Reserve Clinic.”
10. Click on “Continue to Next Step.”
11. You will be at your shopping cart. If you were registered in 2020, you should see \$0.00 in fees.
 - a. Click the button that labeled “Click here to Complete Requests and Pay Fees.”
 - b. If you registered for 2020 and it shows a fee or asks for credit card information, stop here and email either sra@wnyreferee.org or sdi@wnyreferee.org.
12. You will see a receipt. At the top of the page, click on “Return to Member Home Page.”
13. You will see the reserved clinic on your home page, along with red text that says you need to complete online lessons. On the right side, next to the clinic information, click on the button labeled “online lessons.”
14. You will see a list of three online lessons – you need to complete these in order.
 - a. **SafeSport [required only for those 18 and older]** – completing your SafeSport before registering for your clinic will have this marked as “Completed.”
 - i. If you are 18 or older and did **not** complete SafeSport, you need to do so now. The link next to the online clinic does not take you to SafeSport – it takes you to instructions. It’s easier to follow the directions above for completing SafeSport and Introduction to Safety. Once you complete SafeSport through the Learning Center, this entry will temporarily show as “Pending” and will change to “Completed” a short time later.
 - ii. If you are 17 years old or younger, it should already show as completed
 - b. **Intro to Safety** – All referees must complete this training.
 - i. If you completed this certification you will be marked as “Completed”.
 - ii. If you did **not** complete this certification. – please follow the same directions as above for SafeSport.
 - c. **Written test** – Choose the “Click to Start the Lesson” button and the test will open in a new window. **The written test is taken in OMS – NOT at the Learning Center!** A score of 80% is required to pass. When you have answered all the questions, your score will be recorded. There will be a button that says “Continue.” But it does not do anything. If you passed the test, you can just close that window.

Important – Issues to Avoid with the Online Written Test:

- You need to complete the written test in **ONE SITTING**.

- Stopping your test before completing and logging out will cause you to start over.
- If you leave the test active on your screen, the system will log you out after 30 minutes of inactivity.
- **Do not start the test unless you have time to finish.**

Complete your registration requirements within 24-hours of the START time of your recertification clinic. *Example: Recertification is at 6 PM on March 10th. You must complete all registration requirements by 6 PM on March 11th.*

After the 24-hours, you may be removed from the clinic and will be required to transfer to a “make-up registration.” **The make-up will have an additional fee.** No one wants that additional fee; however, registrations for the class cannot be processed properly when others have not completed the requirements. It is an administrative headache. Please make sure to complete your online requirements before or immediately following the recertification clinic. Thank you!

Once you have completed all your online requirements, all you will need to do is attend the recertification clinic and your 2021 registration will be complete.

All recertification courses will be via Zoom.

1. You will need to log in 10-15 minutes before the start time.
2. You will receive an email from the instructor on how to access the Zoom course.
3. You **will not be able to log in** after the clinic’s start time.