

# **Directions for Registration**

## **New Referees**

### **Step 1: Create a Profile at: [U.S. Soccer Referee Learning Center \(LC\)](#).**

- The unique account identifier is an email address. Parents may not use their lone email address to register multiple referees. Each referee needs their own email address. Parents may add a secondary email address to each account in order to receive any emails their child is receiving from either U.S. Soccer or the Alabama State Referee Committee.
- A known issue while creating an account in the LC is a browser timeout. If this occurs for you, the U.S. Soccer recommended steps are to clear your browser history, cache, and cookies. Close your browser, and try again. Alternatively, try a different browser or device to create your account.
- If you already have an existing profile in the LC, log in using the same email address and password. You can navigate and create a referee profile from there. Please note that U.S. Soccer will need to support the merging of your referee data to your new profile in this circumstance. Contact [referee@ussoccer.org](mailto:referee@ussoccer.org) to initiate this process.

### **Step 2: Complete the U.S. Soccer NCSI Background Check (mandatory if 18 years of age or older)**

- Available inside the Learning Center under referee profile
- Valid for two years per check
- Mandatory for all referees 18 years of age or older
- Cost of the background check is \$30, once every two years
- Background check must be completed before registering for a course
- Background check process may take up to 10 days

### **Step 3: Register for an In-Person Grassroots Entry Course at: [U.S. Soccer Referee Learning Center](#).**

- After creating an account and completing the background check, the prospective referee must register for an in-person course in Alabama.
- Click Courses - Available Courses - Grassroots Courses - New Referee - In-Person Courses. Use the “Host” drop down menu to select “Alabama State Referee Committee” or the “Location” drop down to

select “Alabama” to find a course near you. Courses are \$100. This cost includes the USSF registration fees, Alabama registration fees, and the cost of the course (both online and in-person portions).

- New courses in various locations are continually being added as local leagues and clubs request to host courses in their area.
- In-person entry level courses are typically held from July through February. **Courses are not offered on or after March 1st.** In order to allow sufficient time for completing online requirements, **registration for all courses will close three days prior to the scheduled date of the course.**

#### ***Step 4: Download and Study the IFAB Laws of the Game (LOTG).***

- The LOTG are also available as an app on both Android and iOS. The LOTG can also be found under the “Resources” tab once your register for an in-person course.

#### ***Step 5: Complete All Online Assignments and Attend the In-Person Course.***

- **All online assignments must be completed before attending the in-person course, including the Online Grassroots Referee Course, 2020 Grassroots Referee Certification Quiz, 2020 Introduction to Safe and Healthy Playing Environments, and 2020 Safesport Training (18 years of age and older). All of this is found under the “Assignments” tab after registering for the course.**
- If all online requirements (Grassroots Referee Course, Online Quiz, SafeSport Training, the Introduction to Safe and Healthy Playing Environments) are not completed prior to the date of the in-person course, candidates will be not be able to attend the in-person course and will be directed to attend a different in-person session at a later date.
- The in-person course is approximately 4 hours. The course is split between a two hour classroom session, and a two hour field training session that takes place outside on a field.
- Students should plan to attend the in-person course dressed appropriately for light, outdoor exercise. They should also bring the following with them: whistle, yellow/red cards, and a flag. This equipment can be purchased from [Official Sports](#), the official supplier of U.S. Soccer referee uniforms and equipment.

## **Recertifying Referees**

### **Step 1: Create a Profile at: [U.S. Soccer Referee Learning Center \(LC\)](#).**

- The unique account identifier is an email address. Parents may not use their lone email address to register multiple referees. Each referee needs their own email address. Parents may add a secondary email address to each account in order to receive any emails their referee is receiving from either U.S. Soccer or the Alabama State Referee Committee.
- The Learning Center will attempt to migrate your old registration data (lifetime) from the [SalesForce Registration Database](#).
- If your full license history does not migrate in to your new Learning Center profile, email [referee@ussoccer.org](mailto:referee@ussoccer.org) the following details:
  - Full Name (include any old names if a name change occurred)
  - Date of Birth
  - 16 Digit USSF ID
  - Any old email addresses
- A known issue while creating an account in the LC is a browser timeout. If this occurs for you, the U.S. Soccer recommended steps are to clear your browser history, cache, and cookies. Close your browser, and try again. Alternatively, try a different browser or device to create your account.
- If you already have an existing profile in the LC, login using the same email address and password. You can navigate and create a referee profile from there. Please note that U.S. Soccer will need to support the merging of your referee data to your new profile in this circumstance. Contact [referee@ussoccer.org](mailto:referee@ussoccer.org) to initiate this process.

### **Step 2: Complete the U.S. Soccer NCSI Background Check (mandatory if 18 years of age or older)**

- Available inside the Learning Center under referee profile
- Valid for two years per check
- Mandatory for all referees 18 years of age or older
- Cost of the background check is \$30, once every two years
- Background check must be completed before registering for a course
- Background check process may take up to 10 days

**Step 3: Register for an In-Person Grassroots or Regional Recertification Course at: [U.S. Soccer Referee Learning Center \(LC\)](#).**

- After creating an account, the prospective referee must register for an in-person grassroots recertification course (current grade 5 and 6 referees must register for a **regional** referee recertification course. Click Courses - Available Courses - Grassroots Courses - Recertification. Use the “Host” drop down menu to select “Alabama State Referee Committee” or the “Location” drop down to select “Alabama” to find a course near you. Courses are \$70 for grassroots re-certifications and \$105 for regional referee re-certifications. This cost includes the USSF registration fees, Alabama registration fees, and the cost of the course.
- In-person recertification courses are typically held from July through February. **After December 31st, an additional \$15 late fee will be charged for in-person recertification courses. Courses are not offered on or after March 1st.** In order to allow sufficient time for completing online requirements, **registration for all courses will close three days prior to the scheduled date of the course.**
- Recertification courses in various locations are continually being added as local leagues and clubs request to host courses in their area.
- The in-person course is approximately four hours. The course is split between a two hour classroom session, and a two hour field training session that takes place outside on a field.
- Students should plan to attend the in-person course dressed appropriately for light, outdoor exercise. They should also bring the following with them: whistle, yellow/red cards, and a flag. This equipment can be purchased from [Official Sports](#), the official supplier of U.S. Soccer referee uniforms and equipment.

**Step 4: Download and Study the [IFAB Laws of the Game \(LOTG\)](#).**

- The LOTG are also available as an app on both Android and iOS. The LOTG can also be found under the “Resources” tab once your register for an in-person course.

**Step 5: Complete All Online Assignments and Attend the In-Person Course.**

- **All online assignments must be completed before attending the in-person course, including the Online Grassroots Referee Course, 2020 Grassroots Referee Certification Quiz, 2020 Introduction to Safe and Healthy Playing Environments, and 2020 Safesport**

**Training (18 years of age and older). All of this is found under the “Assignments” tab after registering for the course.**

- If all online requirements (Grassroots Referee Course, Online Quiz, SafeSport Training, the Introduction to Safe and Healthy Playing Environments) are not completed prior to the date of the in-person course, candidates will not be able to attend the in-person course and will be directed to attend a different in-person session at a later date.
- The in-person course is approximately 4 hours. The course is split between a two hour classroom session, and a two hour field training session that takes place outside on a field.
- Students should plan to attend the in-person course dressed appropriately for light, outdoor exercise. They should also bring the following with them: whistle, yellow/red cards, and a flag. This equipment can be purchased from [Official Sports](#), the official supplier of U.S. Soccer referee uniforms and equipment.