

Continuing Education Requirements for Renewal of Regional and National Race Officer Certification

Introduction & Guidelines

A Continuing Education Event (CEE) is a seminar, clinic, other sanctioned US Sailing educational course, or service as a Deputy Race Officer (DRO) at a US Sailing Championship that all US Sailing certified Regional and National Race Officers may use to meet the education and training requirements when renewing their certification. CEEs include alternatives to the traditional two-day Advanced Race Management Seminar.

In order to be considered an approved training session, a CEE must meet the guidelines and follow the processes described in this document.

Each CEE will be assigned a specified number of Continuing Education Units (CEUs) based on their complexity and the level of participation required.

RROs and NROs may acquire sufficient education and training credits for re-certification by meeting the following requirements within the four-year period prior to their renewal date:

RRO and NRO renewal candidates must earn a minimum of 180 CEUs.

Continuing Education Units

The table below lists the standard Continuing Education Units (CEUs) for the majority of CEEs. Special events not listed may be issued required hours and CEUs at the discretion of the Race Officer Training and Certification (ROTC) Subcommittee chair.

<u>Name of CEE</u>	<u>Hours</u>	<u>CEUs</u>	<u>Notes</u>
Advanced RM Seminar	16	180	per seminar
ARMS Lead instructor	20	180	per seminar
ODRMS Lead Instructor	12	60	per seminar
ARMS assistant/facilitator	16	45/day	per seminar, active support
ODRMS assistant/facilitator	8	30	per seminar, active support
DRO mentoring at USS championship ¹	32	90	per regatta
Clinic or roundtable	6	45	per event
Other US Sailing-sanctioned educational course (full day) ²	6	45	per day

Continuing Education Events will be posted on the [Race Officer Seminar Calendar](#).

¹ This CEE is available only to NRO renewal candidates.

² These may include Club Judge and US Powerboating Mark-set Boat Handling Courses or other sanctioned educational programs.

CEE Leader Qualifications

(All requests to host a CEE shall be approved by the chair of the ROTC Subcommittee.)

Seminars: Leaders shall be certified ARMS instructors.

Race Management Round Tables: Leaders shall be certified US Sailing NROs or World Sailing IROs. Exceptions may be granted at the discretion of the ROTC Subcommittee Chair.

Race Management Clinics: Leaders shall be certified ARMS instructors.

CEE Record Keeping

Each race officer is responsible for recording CEEs he or she has completed in his or her SOARS Event Log no more than 30 days after conclusion of the event. The CEE shall be entered under the specific name that has been approved by US Sailing and is provided in the Notice of Event.

In SOARS, each RO shall document the date, type of CEE, CEUs, and their specific role (leader, assistant, participant).

Once the CEE participant roster (or report from the Principal Race Officer, in the case of an NRO serving as DRO at a championship) has been returned to the Race Administration office, the appropriate number of points will be recorded and will show in the race officer's SOARS account.

Mandatory Testing

Candidates for RRO or NRO re-certification (except ARMS Lead Instructors) are required to pass the online ARMS test in the last year of their certification. At the beginning of the final year of a race officer's certification, the Race Administration office will make online testing credentials available to him or her. Each candidate must pass the online test no later than November 1st to be considered for re-certification in that year.