**Certification Record for Officials**

(Revised June, 2018)

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| --- | --- |
| **Please note that you will not be confirmed as a certified official at each level until a completed form with updated information has been forwarded to the Orienteering Canada Officials Committee by your PSO. Email it to the AOA office** <info@orienteeringalberta.ca> | |
| Name |  |
| Address |  |
| City / Province / Postal Code |  |
| Phone Number |  |
| Email Address |  |
| Club / Association |  |

**Check List:** (Ctrl-Click on **Blue Text** to transfer to the appropriate log section for event activity data entry. Return and check mark each completed section in the checklist.)

**LEVEL O100**

**◻ Prerequisites: Please follow this link to enter this data in your certification record.**

**◻** Complete the O100 Course

**◻** Pass the O100 exam with 80% or higher.

**◻** Plan a beginner course and an intermediate course to C event standards

**◻** Act as an Event Director and Course Planner for a C event, under guidance of an official qualified at O200 or above.

[**Enter the O100 Course and practicum details in your certification record here.**](#tyjcwt)

**LEVEL O200**

**◻** [**Prerequisites: Please follow this link to enter this data in your certification record.**](#3dy6vkm)

**◻** Complete the O200 Course

**◻** Pass the O200 exam with 80% or higher.

**◻** Plan five courses – beginner, easy intermediate, intermediate, short advanced, and long advanced – which comply to B event standards

**◻** Act as a Course Planner and / or Event Director for a B event under guidance of an experienced official qualified at O200 or above.

**◻** Act as a Controller for a B or C event under guidance of an experienced official qualified at O200 or above.

[**Enter the O200 Course and practicum details in your certification record here.**](#1t3h5sf)

**LEVEL O300**

**◻** [**Prerequisites: Please follow this link to enter this data in your certification record, page 4.**](#4d34og8)

**Complete** the appropriate O300 Level Course

◻ Event Director ◻ Course Planner ◻ Controller (Candidates can self study the manuals.)

**Pass** the O300 Level exams with 80% or better,

◻ Event Director ◻ Course Planner ◻ Controller

◻ For Course Planner, plan six courses -- two sprint, two middle and two long -- to Canada Cup event standards. In middle and long, one course should be from Courses 1-3, and one from Courses 4-10. In sprint, one course should be from Courses 1-2 and one from Courses 3-5.

◻ **For the Event Director Stream**, act as an Event Director at a Canada Cup event up to a regional championship, under guidance of an experienced official qualified at O300 or above.

◻ **For the Course Planner stream**, act as a Course Planner at a Canada Cup event up to a regional championship, under guidance of an experienced official qualified at O300 or above.

◻ **For the Controller stream**, be qualified as an Event Director and Course Planner at the O300 level. Act as Controller at a Canada Cup event up to regional championships, under guidance of an experienced controller qualified at O300 or above.

[**Enter the O300 course and practicum details in your certification record here.**](#2s8eyo1)

**LEVEL O400**

[**Enter your 0400 data here**](#17dp8vu)

At the O400 level completion, officials will be able to act as an IOF World Ranking Event Advisor.

**To be considered for O400 certification, the candidate must meet the following prerequisites:**

◻ Certified at Level O300 [All three 0300 streams must be completed.]

◻ Member of Orienteering Canada

**To become a certified O400 Official, the candidate must complete the following requirements:**

◻ Meet IOF Requirements for Foot Orienteering Event Advisors (see Accreditation Form on the IOF Foot – O website.)

◻ Receive endorsement from Orienteering Canada which will submit the forms to the IOF. The IOF will verify the applicant’s credentials.

**O400 Officials will be required to meet the IOF standards necessary to maintain their IOF Event Advisor status.**

[**To maintain your certification, enter events at which you officiated, attended or volunteered, in your activity log.**](#3rdcrjn)

**ORIENTEERING CANADA OFFICIAL’S CERTIFICATION RECORD**

|  |  |
| --- | --- |
| Name |  |
| Email Address |  |
| Club / Association |  |

**Level O100 Prerequisites** [**Return to O100**](#gjdgxs)

|  |  |  |
| --- | --- | --- |
| Event #1 |  | Date: |
| Event #2 |  | Date: |
| Event #3 |  | Date: |
| Event #4 |  | Date: |
| Event #5 B Event or higher |  | Date: |
| Volunteer #1 at a C or higher event. |  | Date: |
| Volunteer #2 at a C or higher event. |  | Date: |

**Level O100 Qualifications** [**Return to O100**](#gjdgxs)

|  |  |  |  |
| --- | --- | --- | --- |
| O100 Course |  | Instructor: | Date: |
| Event Officiated |  | Mentor: | Date: |
| Certified at O100 | Date certified by Orienteering Canada: | | |

**Level O200 Prerequisites** [**Return to O200**](#30j0zll)

|  |  |  |
| --- | --- | --- |
| Be qualified as an O100 Official |  | Date: |
| Event #6 B Event or higher. |  | Date: |
| Volunteer #3 at a B or higher event. |  | Date: |
| Volunteer #4 at a B or higher event. |  | Date: |

**Level O200 Qualifications** [**Return to O200**](#30j0zll)

|  |  |  |  |
| --- | --- | --- | --- |
| O200 Course |  | Instructor: | Date: |
| Event Director and / or Course Planner B Event |  | Mentor: | Date: |
| Controller B or C Event |  | Mentor: | Date: |
| Certified at O200 | Date certified by Orienteering Canada: | | |

**Level O300 Prerequisites** [**Return to O300**](#1fob9te)

|  |  |  |
| --- | --- | --- |
| Be qualified as an O200 Official |  | Date: |
| Canada Cup Race #1 |  | Date: |
| Canada Cup Race #2 |  | Date: |
| Volunteer #5 at Canada Cup Event |  | Date: |
| Volunteer # 6 at Canada Cup Event |  | Date: |

**Level O300 Qualifications Return to** **O300**

|  |  |  |  |
| --- | --- | --- | --- |
| O300 ED Course |  | Instructor: | Date |
| O300 CP Course |  | Instructor: | Date |
| O300 Controller Course |  | Instructor: | Date |
| Event Director for a Canada Cup Event |  | Mentor: | Date: |
| Certified at O300 Event Director | Date certified by Orienteering Canada: | | |
| Course Planner for a Canada Cup Event |  | Mentor: | Date: |
| Certified at O300 Course Planner | Date certified by Orienteering Canada: | | |
| Controller for a Canada Cup Event |  | Mentor: | Date: |
| Certified at O300 Controller | Date certified by Orienteering Canada:  Requires prior O300ED and O300CP certification. | | |

**Level 0400 Qualifications** [**Return to O400**](#3znysh7)

|  |  |  |  |
| --- | --- | --- | --- |
| IOF Advisor Course |  | Instructor: | Date: |
| Information Submission to Orienteering Canada | Date: | | |
| IOF Certification | Date: | | |

**Activity Log**

It is very important to know the activities of all officials for insurance purposes. Events held without certified officials are not covered under Orienteering Canada’s insurance plan.

If you shared course planning responsibilities, for example, you were one of two course planners for an 11+ course Canada Cup event, please indicate the courses that you planned. If you were an instructor for any orienteering courses, O100, O200, O300 (Event Director, Course Planner, or Controller) please list those in your activity log.

Please submit your certification record and activity log before December 31 of each year to [**officials@orienteering.ca**](mailto:officials@orienteering.ca).

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| --- | --- | --- |
| **Event 2018 or most recent** | **Date** | **Function** |
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