

UCWDC Judge Certification Process

Fundamental--- Journeyman--- Master

September 2010

Below are the requirements that have been set forth by the Judge Certification Committee

To have your application reviewed at the Fall Meeting it must be received by August 1<sup>st</sup>

To have your application reviewed at the Spring Meeting it must be received by January 15<sup>th</sup>

1. Request application from VP of Judge Certification, [ksj111@verizon.net](mailto:ksj111@verizon.net).  
Note: you must be at least 24 years of age.
2. Submit completed application along with dance/personal resume and a non-refundable \$ 25.00 application fee to the VP of Judge Certification. The judge certification committee will review the application. The committee meets in the spring and fall at the UCWDC general meeting. You will subsequently be notified if you are not accepted into the program. If accepted, the following will be required:
3. Prepare and study for the exam by any method, including fundamentals courses, private lessons, or any other means you require to do well on the exam. A list of recommended UCWDC educators is available on the website.
4. For each section of the exam you will need one examiner's signature however please pay attention to the number of judges you need to use for each level.
5. Schedule your "Dance Entrance Exam" with the examiner(s) of your choice. US applicants: A minimum of two examiners are needed for this exam. No one examiner may test you on more than 50 percent of the test. European and Asian candidates must use two examiners but may split the line items as needed. A list of examiners is available on the website.
6. Upon completion of the dance entrance exam, please send your completed exam and \$ 25.00 processing fee to Kathy St Jean, VP of Judge Certification, 272 Pettaconsett Avenue, Warwick, RI 02888. Once we receive your paperwork, you will be listed as a candidate. You will then receive your paperwork for the judge validation process which needs to be completed before beginning the fundamental level.
7. Once you receive your apprentice training worksheet, you must contact the certification office and arrange apprentice judge session(s) at the event(s) you will be attending. These sessions will teach you how to view the floor, use a ballot, judging methodologies, analytical information, and any other on-the-job training deemed necessary. Upon completion of this section, send your completed form, along with a \$ 25.00 processing fee to Kathy St Jean, VP of Judge Certification, 272 Pettaconsett Avenue, Warwick, RI. When we receive your paperwork we will forward your paperwork for the fundamental exam.

8. Schedule your “Fundamental Exam” (points 2-5 of the curriculum) with the examiner(s) of your choice. US applicants: you must use at least two examiners/please split the line items 50/50 between the two examiners. European and Asian candidates must use two examiners but may split the line items as needed.
9. Upon completion, send your test, along with the \$25.00 processing fee, to address above. Once we receive your paperwork, you may be assigned a specific number of monitored judgeships, at a rate of one monitored judgeship per event, where your scores do not count. When these items are completed, you will be placed on the UCWDC roster of Fundamental Judges. Note: you must be an UCWDC Associate Member in good standing with dues paid in order to judge UCWDC competitions; you are required to complete two separately defined CEU classes each year; you are also required to take a Fundamentals “B” course each year until you attain your Journeyman level judgeship. The reason for this requirement is to continue your training as a judge, becoming more knowledgeable, as you prepare for the next level of examination.
10. For the “Journeyman Exam,” North American and European judges must adjudicate at 8 UCWDC events prior to requesting admittance into the journeyman exam process. You must keep a log and present that log when requesting to begin your Journeyman level testing. Asian judges are required to adjudicate at 4 UCWDC events. Once you have been approved for the Journeyman level exam, you will receive the paperwork for this level. Schedule your exam with two examiners (USA/Canada 50/50 split of line items; Europe and Asia the split is as needed). When you have completed the exam, send your paperwork and \$25.00 processing fee to the VP of Judge Certification (see address listed above). Once the UCWDC has received your paperwork you will be placed on the UCWDC roster of Journeyman Judges. Note: you are no longer required to take the Fundamental “B” course each year; however you are still required to take two separately defined CEU courses each year.
11. For the “Master Exam,” a journeyman level judge must request admittance into the master judging program. Upon acceptance from the judge certification committee you will receive the appropriate paperwork. Schedule with at least three examiners, splitting evenly between the three. When you have completed the exam, send your paperwork and \$25.00 processing fee to the VP of Judge Certification (see address listed above). Once the UCWDC has received your paperwork, you will be placed on the UCWDC roster of Master Judges. Note: you are required to take two separately defined CEU courses each year.

#### General Notes

\*\* The UCWDC strongly advises that you solidly prepare prior to taking these exams. You decide how you would like to do this. You may choose to take private lessons (although you may study with whomever you see fit, we recommend that you review the list of suggested). If you choose to study with a person not on the list, the UCWDC recommends master level judges who have completed the program. Of course, self study is always an option if you feel you are well versed in all areas of the curriculum.

\*\* You may not test with an examiner with whom you have privately studied. For example, if you have privately studied with an examiner on turn technique, then you are not allowed to test with that examiner on turn technique. You must use a different examiner. However, if you have taken a Fundamental class or studied in a group setting with an examiner, you may then be examined by that person who taught the Fundamentals class. European & Asian candidates may test with the same examiner with which they have privately studied; however, they must wait 25 days after the private study before taking the exam. The reason for this is so that we are sure you truly know and understand the material, opposed to being able to recite the information back to us within a short period of time.

\*\* All exams use line-item testing. If you do not pass a line item, you will then need to study that section and retake that portion of the exam. If you choose to study that section with the examiner who administered the exam, then you then must test with a different examiner.

\*\* When taking the test, please be sure to speak in a professional manner and be able to clearly talk about the various points listed on the curriculum. This is important, as your name will be on the scores a competitor receives, and we want you to be able to explain in a professional manner your reasons for scoring.

\*\* Your costs: The UCWDC examiner's fees are determined for each line-item tested and are to be paid to the examiner at the time of examination, whether the line-item is successfully completed or not. Examiners fees are billed at \$60.00 per hour and paid directly to the examiner. Please keep in mind that the better you know the examination material the more quickly you will finish the exam, which will the lower your cost. The UCWDC strives to keep costs as low as possible; however, fees must be charged to cover the administrative cost which is incurred in such a program. Each section of the test has a \$ 25.00 administrative fee.

\*\* Please be sure that all paperwork and administrative fees are directly sent to the VP of Judge Certification. You, not the examiner, is responsible for submitting all examination paperwork. Please be sure that you have in your possession the completed exam sheets when finishing the test. We cannot issue certification without the proper paperwork.

\*\*Please be sure that all of your exam paperwork has been issued from the Judge Certification VP so that there is a clear record of where you are in the program. This will help track your progress and reduce mistakes. Using exam sheets issued by individual examiners may be deemed invalid.

\*\* Professional behavior will be a determining factor in the initial admission process, and will be a continuing factor in a judge's status during all levels of certification. Remember, as a judge, you are an ambassador of the UCWDC, and your actions must reflect the professionalism required by the UCWDC. The integrity of judge certification is at stake, and failure to conduct oneself in a professional manner could result in dismissal from the program.

\*\*Once you enter into the program, the above process will be maintained through the level you are testing. Should the UCWDC make changes to this overall process when you begin the next level you will then use the new updated process.