



Becoming a UCWDC Adjudicator: Important Things to Know! (2021)

1. **Two Examinations Available:** We offer two genres of examination, Line Dance and Partner Dance. Line and Partner examinations are tested separately. However, if you have completed one exam (for ex. Line), and the same material is on the next exam (for ex. Partner,) you will not be tested a second time on the same material. We strongly encourage candidates who are knowledgeable in both skill sets to take both exams. Dual status is often looked for by event directors so they can easily place you on either line or partner panels.
2. **Who Should Apply?** Those individuals who have a minimum of 5 years of experience in the UCWDC along with professional teaching and competing experience in country pro/am, couples and/or line dance. It is important that you possess the knowledge base needed to perform the duties of a UCWDC judge. Please review the application as well as all requirements needed to decide if you have the proper qualifications. Note: The UCWDC judge certification program is specifically designed to certify individuals who want to judge UCWDC competitions.
3. **What if I am not involved in the UCWDC?** Often dancers from other genres want to apply to be admitted into the UCWDC judge certification program. It will be difficult to judge if you are not familiar with our sport. If you are interested, please immerse yourself by attending our competitions, learn the Country dances, compete, and be present in our sport prior to applying to the UCWDC Judge Certification program.
4. **Age considerations:** Age matters because it is through experience that you gain the knowledge necessary to judge. We ask that you are at least 30 years old, however, if you are younger and possess the proper credentials, hold competitive titles (high level couples, award winning pro-am, high level line), and have proper competitive teaching experience you may apply, and you will be considered.
5. **When should I apply?** The judge certification committee reviews applications at their spring and fall meetings. You must have all your paperwork and fees submitted by August 1st for the Fall meeting and by January 15th for the Spring meeting. Incomplete applications will be held until the next meeting, so that you may submit all materials. It is always appreciated if your packet is turned in early!
6. **When do I know if I have been accepted?** Approximately two weeks after the spring or fall meeting, you will receive an email indicating if you have been accepted. Upon acceptance, you will pay for the entrance exam through the UCWDC treasurer and receive your paperwork to start the exam. At this time, you will be listed as a "Candidate" on the UCWDC Judge Pool.
7. **Examination Descriptions:** Each genre has a tier of examinations.
 - a. **Entrance examination:** Upon your application being approved you must pass the entrance exam, which tests (describe, demonstrate, discuss) core concepts of each dance (please see UCWDC Fundamental curriculum Point 1 found online). Upon successful completion of the test, you will be granted "Apprentice Status". Your name will appear on the judge pool roster as an "Apprentice". This means that you have completed the entrance exam and are in the process of completing the next level of testing while working on Apprentice items. The Entrance exam is completed in two hours. You will take one half of the examination with one examiner and the other half with a 2nd examiner. You have 15 months to complete this exam (although we encourage you to complete the examination as soon as possible).

- b. **Fundamental Examination:** This exam is taken after passing the entrance exam. This exam will test points 1 through 5 of the Fundamental curriculum. You have two years to complete this section (although we encourage you to complete it as soon as possible). In addition to the examination, you will need to complete an “Apprentice form” which covers judging concepts such as rules, mock judging, scoring, and other important considerations. Upon successful completion of the examination and the Apprentice work, you will receive “Fundamental Status” and may begin to judge. Fundamental Status certifies a judge to adjudicate newcomer and novice levels. This examination is three hours long, splitting between two examiners. Please note: if you are not able to pass a certain line item on the test you will be given provisions. This means you will need to re-study and re-take that portion of the test that you were not able to complete. Note: provision testing is not included in the exam fee. So please take the time to be prepared.
- c. **Journeyman Examination:** This examination is taken after passing the Fundamental exam. The Journeyman exam will test on points 6 through 10 of the UCWDC Fundamental curriculum. You have two years to complete this section (although we encourage you to complete the examination as soon as possible). Upon completion you will receive “Journeyman Status” for which you are then certified to judge newcomer through advanced levels. This examination is three hours long, splitting between two examiners. Please note: if you are not able to pass a certain line item on the test you will be given provisions. This means you will need to re-study and re-take that portion of the test that you were not able to complete. There is an additional fee for provisional testing so please be prepared. Note: you must be a Journeyman judge to judge at the UCWDC World Championship.
- d. **Master Examination:** The highest level of Adjudicator is the Master Level Status. In order to test for this level, you must submit a current resume indicating current training you are receiving, your teaching and coaching status (include levels), competitive results for yourself or students (list levels and placements), and how often you are judging. Please include all information that shows you are actively involved in the country dancesport to the Vice President of Judge Certification. The judge certification committee will then review this request and resume. Upon acceptance, you have two years to complete the examination. The examination is four hours long and must be administered by a minimum of two examiners. Once completed, you will hold Master Level Status.
8. **How do I prepare for the examinations?** If you are applying to become a judge, you should already have the knowledge needed to pass the examinations. However, you will want to prepare such that you are able to easily describe, discuss and demonstrate all test material. Please go online and download the documents on the Judge Certification website, specifically the Fundamental curriculum, methodology, feedback comments, and the standards of the dances.
9. **Who should I study with?** You should study with those individuals who will assist you based on your learning style. Please see the official UCWDC Educators List on the UCWDC website. However, you may use current judges, or professionals of your choice. As you oversee your own training, we encourage you to study with various individuals so you have a well-rounded view of the material. It is important that during the examination you are not reciting back one person’s view. You will be tested on your own thought process and thinking skills.
10. **Who will be my examiner(s)?** All examiners are listed on the UCWDC website. You choose two examiners for your examination. We encourage you to test in person, but there is an option to test via the internet if you are in a region where it is difficult to access an examiner or schedules are such that you have difficulty testing in person.

11. **The application process:** Be sure to submit all required documents via email to judgecertification@ucwdc.org. Failure to submit all necessary documents may result in your application being reviewed at a future meeting. You must include: 1) a fully completed application sheet, 2) Resume, 3) four letters of reference stating why you would be a good judge and endorse your knowledge and credentials, 4) a letter indicating why you want to judge and, 5) a photo of yourself (when the judge certification committee meets, it is helpful to see who is applying, and someone may not know your name but knows who you are). The \$50.00 application fee must be paid to the UCWDC when applying. If the fee is not paid by August 1st (for the Fall meeting) or January 15th (for the Spring meeting) to the treasurer@ucwdc.org , your application will not be reviewed until the next meeting.
12. **Paperwork:** Please be sure to keep all exam paperwork in good order. You are responsible for having the paperwork present for the examination. This is your only record that you have completed the various sections of the exam. Please be sure you always have a copy of the exam as you progress. We recommend storing an updated copy somewhere secure in case actual paperwork gets lost.
13. **Additional requirements.** Judge certification requires all Apprentices and judges to take two continuing education classes (CEU) each year. Fundamental judges must take a Fundamental B course which focuses on the journeyman exam content. Upon receiving journeyman status, you will no longer need to take the Fundamental B course but will still be required to take the continuing education classes.

The UCWDC prides itself on having a professional and knowledgeable judge pool. Please be sure that you have the proper qualifications for certification. If you do possess them, we welcome and encourage you to complete the judge certification process and become a certified UCWDC Adjudicator!

Fees, Exam Duration and Test Deadlines

Note: Fee includes exam processing fee and examiner fee. You will not incur additional fees unless you do not pass the exam.

Application Review Fee: \$50.00 due upon submitting your application
If you are taking both Line and Partner at the same time, please contact judge certification.
Please allow seven days to process exam fee and receive your exam!

Examination	Length of Exam	Allotted Time to Complete	Fee Paid Prior to Exam
Entrance	2 hours	15 months from date application is approved.	\$200.00
Fundamental	3 hours	18 months from entrance completion.	\$300.00
Journeyman	3 hours	18 months from Fundamental completion.	\$300.00
Master (must apply for acceptance to this examination)	4 hours	24 months from time of acceptance into Master testing.	\$400.00
Provisional Testing	As needed	Provisional testing: if you fail a section on the Fundamental or journeyman exam you have the ability to retest that section.	\$50.00 per section.

