

UCWDC Judge Certification Process

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The following lists the steps and stages to obtain and maintain status as a Judge, i.e., Applicant, Candidate, Apprentice, Fundamental (Novice), Journeyman (Intermediate), or Master (Advanced)

For a Judge Applicant:

- 1) You may request an application to enter the UCWDC Judge Certification program by writing to the Office of Judge Certification, JudgeCertification@UCWDC.org. Please note that *“An applicant must have at least 5 years of current professional training and teaching experience at the competitive level”* of dance, either Partner, Line, or both.
- 2) Follow all instructions on the application in detail. Failure to fully complete the application or follow any of the application’s instructions, providing all information requested, may be cause for returning the application for correction and thus delaying the Applicant’s pending consideration for entering the program.
- 3) The Judge Certification Committee will consider for approval, or denial (detailing any recommended resolution), of all applications either at the Spring Meeting or Fall Meeting of the UCWDC. Completed applications should be received by January 21st of each year for the Spring Meeting or by August 1st of each year for the Fall Meeting (unless otherwise pre-arranged with the Office of Judge Certification).

For a Judge Candidate:

- 4) If approved, the Applicant will then be designated as a Candidate (and listed as such on the Judge Pool Page on the UCWDC web site). The Candidate will be sent “instructions” for the Entrance Education/Examination process along with a training/testing document that will guide and dictate his/her focus through the “entrance” level of judge certification.
- 5) It is highly recommended that the Candidate prepare and study for the examination in great detail by any method they wish, including Judge Certification classes, private lessons, practice exams, mutual study with other Candidates, etc. For training, a list of Official UCWDC Educators is available on the UCWDC web site, or for advice and direction, a Candidate may contact the Office of Judge Certification.
- 6) Looking at the “entrance” training/testing document, a Candidate will see that the form is separated into “line-items” for education and examination purposes. Each “line-item” will designate a topic on which the training or testing must be successfully accomplished. Please follow the “instructions” completely for the document as a whole, and specifically for each “line-item”. For testing, a list of Official UCWDC Examiners is available on the UCWDC web site.
- 7) All official training of record must be done by a UCWDC Educator, and all official testing of record must be done by a UCWDC Examiner. The “record” of such training or testing will be established when the Entrance form that was originally sent to the potential judge, has been fully completed and returned with all initials and signatures in proper place to the Office of Judge Certification, and the processing fee has been paid.

For a Judge Apprentice:

- 8) Once the Candidate has passed the Entrance Education/Examination process, he/she will then be designated as an Apprentice (and listed as such on the Judge Pool Page on the UCWDC web site). The Apprentice will be sent “instructions” for the Fundamental (Novice) Education/Examination process along with a training/testing document that will guide and dictate his/her focus through the “fundamental” level of judge certification. Additionally, the Apprentice will be sent a second Apprentice Education “line-item” form that will require training in facets of judging specific to other Official Judge Certification Documents listed on the UCWDC web site, plus judge training with ballots at events.

- 9) It is highly recommended that the Apprentice prepare and study for the examination in great detail by any method they wish, including Judge Certification classes, private lessons, practice exams, mutual study with other Apprentices, etc. For training, a list of Official UCWDC Educators is available on the UCWDC web site, or for advice and direction, a Candidate may contact the Office of Judge Certification.
- 10) Looking at the “fundamental” training/testing documents, an Apprentice will see that the forms are separated into “line-items” for education and examination purposes. Each “line-item” will designate a topic on which the training or testing must be successfully accomplished. Please follow the “instructions” completely for the document as a whole, and specifically for each “line-item”. For training or testing, both lists of Official UCWDC Educators or Examiners are available on the UCWDC web site.
- 11) Again, all official training of record must be done by a UCWDC Educator, and all official testing of record must be done by a UCWDC Examiner. The “record” of such training or testing will be established when both the Apprentice form and the Fundamental form that was originally sent to the potential judge, has been fully completed and returned with all initials and signatures in proper place to the Office of Judge Certification, and the processing fees for both forms have been paid.

For a Fundamental Judge:

- 12) Once the Candidate has passed the Apprentice/Fundamental process, he/she will then be designated as a Fundamental (Novice) Judge (and listed as such on the Judge Pool page on the UCWDC web site). Immediately after obtaining the status of Fundamental Judge, he/she acquires a mandatory responsibility for his/her Continuing Education (through attending and completing the CEU classes) assigned annually for the current year (and every year after that) by Judge Certification. Each judge must also complete any Scheduled Review that is assigned for the current year. The judge additionally acquires a mandatory responsibility for annually completing a Fundamentals “B” class (which is the classroom and dance-room material necessary for Journeyman).
- 13) The Fundamental Judge will be sent a UCWDC Judging Log with which the judge will document judging work done at UCWDC events that he/she has adjudicated. The Log will track events worked, divisions judged, and the amount of entries assessed per session. The Log will be signed by the event’s Contest Coordinator to attest to the accuracy of the information collected and submitted. Additionally, for every division judged, a Scoring Analysis of that division’s results must be obtained from the event’s Scoring Director, and included with the Log. When the Fundamental Judge has collected the above data for at least 8 events, and submitted it for review to the Office of Judge Certification, and the submission has been approved, he/she then becomes eligible to Educate/Examine for the Journeyman level of judging.
- 14) Upon the successful completion of the Log, and requesting a judge status change, the Fundamental Judge will be sent “instructions” for the Journeyman (Intermediate) Education/Examination process along with a training/testing document that will guide and dictate his/her focus through the “journeyman” level of judge certification.
- 15) It is highly recommended that the Fundamental Judge prepare and study for the examination in great detail by any method they wish, including Judge Certification classes, private lessons, practice exams, mutual study with other Fundamental judges, etc. For training, a list of Official UCWDC Educators is available on the UCWDC web site, or for advice and direction, the judge may contact the Office of Judge Certification.
- 16) Looking at the “journeyman” training/testing documents, a Fundamental judge will see that the forms are separated into “line-items” for education and examination purposes. Each “line-item” will designate a topic on which the training or testing must be successfully accomplished. Please follow the “instructions” completely for the document as a whole, and specifically for each “line-item”. For training or testing, both lists of Official UCWDC Educators or Examiners are available on the UCWDC web site.

17) Again, all official training of record must be done by a UCWDC Educator, and all official testing of record must be done by a UCWDC Examiner. The “record” of such training or testing will be established when the Journeyman form that was originally sent to the Fundamental judge, has been fully completed and returned with all initials and signatures in proper place to the Office of Judge Certification, and the processing fee has paid.

For a Journeyman Judge:

- 18) Once the Candidate has passed the Journeyman process, he/she will then be designated as a Journeyman (Intermediate) Judge (and listed as such on the Judge Pool page on the UCWDC web site). With the status of Journeyman Judge, he/she continues to have a mandatory responsibility for his/her Continuing Education (through attending and completing the CEU classes) assigned annually by Judge Certification. Each judge must also complete any Scheduled Review that is assigned for each year.
- 19) The Journeyman Judge will be sent a UCWDC Judging Log with which the judge will document judging work done at UCWDC events that he/she has adjudicated. The Log will track events worked, divisions judged, and the amount of entries assessed per session. The Log will be signed by the event’s Contest Coordinator to attest to the accuracy of the information collected and submitted. Additionally, for every division judged, a Scoring Analysis of that division’s results must be obtained from the event’s Scoring Director, and included with the Log. When the Journeyman Judge has collected the above data for at least 8 events, and submitted it for review to the Office of Judge Certification, and the submission has been approved, he/she then becomes eligible to Educate/Examine for the Master level of judging.
- 20) Upon the successful completion of the Log, and requesting a judge status change, the Journeyman Judge will be sent “instructions” for the Master (Advanced) Education/Examination process along with a training/testing document that will guide and dictate his/her focus through the “master” level of judge certification.
- 21) It is highly recommended that the Journeyman Judge prepare and study for the examination in great detail by any method they wish, including Judge Certification classes, private lessons, practice exams, mutual study with other Journeyman judges, etc. For training, a list of Official UCWDC Educators is available on the UCWDC web site, or for advice and direction, the judge may contact the Office of Judge Certification.
- 22) Looking at the “master” training/testing documents, a Journeyman judge will see that the forms are separated into “line-items” for education and examination purposes. Each “line-item” will designate a topic on which the training or testing must be successfully accomplished. Please follow the “instructions” completely for the document as a whole, and specifically for each “line-item”. For training or testing, both lists of Official UCWDC Educators or Examiners are available on the UCWDC web site.
- 23) Again, all official training of record must be done by a UCWDC Educator, and all official testing of record must be done by a UCWDC Examiner. The “record” of such training or testing will be established when the Master form that was originally sent to the Journeyman judge, has been fully completed and returned with all initials and signatures in proper place to the Office of Judge Certification, and the processing fee has paid.

For a Master Judge:

- 24) Once the Candidate has passed the Master process, he/she will then be designated as a Master (Advanced) Judge (and listed as such on the Judge Pool page on the UCWDC web site). With the status of Master Judge, he/she continues to have a mandatory responsibility for his/her Continuing Education (through attending and completing the CEU classes) assigned annually by Judge Certification. Each judge must also complete any Scheduled Review that is assigned for each year.

General considerations for potential judges, and judges inquiring of a higher certified status:

Judge Certification strongly advises that you solidly prepare with depth and breadth of study that far exceeds the less extensive “overview” of normal classroom work. You will essentially be on your own for delivery of descriptions and demonstrations for all pertinent dance concepts inquired about in compliance with the successful completion of the examination. Private study and “mock” exams may seriously help with a successful test done in a minimum amount of time. Lists of Educators, Examiners, and Master Judges are available on the UCWDC web site, www.UCWDC.org . With help or not, the person taking the test should be fully well versed in the area of the UCWDC Dance Curriculum in question.

Please note that you may not test with an Examiner with whom you have privately studied within a 3-month period. This is to assure that the person tested has taken the information away from the coaching, processed it, practiced it, and has returned prepared to deliver it for full and complete examination. However, if the Educator instead provided classroom information that would have been acquired in a public rendering of a Curriculum class and no private back and forth coaching was done, then that person as an Examiner may test you immediately.

All Education/Examination uses “line-item” training or testing. Some “line-items” must be completed before moving on to other “line-items”, therefore there is an order to the training or testing. Passing the “line-item” must be done individually with an Educator/Examiner. That Educator/Examiner “initiates” the testing of that item with his/her initials and date. If the examinee successfully completes all aspects of the tested item, then the Educator/Examiner “completes” the exam for that item with his/her signature and date. However, if the examinee cannot complete the exam fully, but is only partially successful in covering all aspects of the “line-item”, then the Educator/Examiner may declare to “decline” the examination of that item, or may put the item forward “with provisions”. If the item is “declined”, a 6-month moratorium on examination of this “line-item” becomes effective on the date “declined”. If put forward “with provisions”, then the aspects of the item that were not satisfied are detailed to the examinee on the education/examination form, and the examinee must go away and study these aspects until he/she can come back and successfully complete the test. If the examinee elects to take a second subsequent exam from another Educator/Examiner, then the second Educator/Examiner will begin the testing process from the “initial” beginning, taking note of the provisions listed on the form.

All examination paperwork should come from the Office of Judge Certification, with the examinee’s name indicated at the top of the form in special “font”. Paperwork from any other source will be deemed as invalid. Please follow all “instructions” issued with this certification paperwork, whether the details are given on a separate form, or included within the text of the examination form. Examinees will be held accountable to these “instructions”. The examinee, rather than the Examiner, is the only person responsible for the caretaking of the examination form, with its accompanying initials, signatures and dates, and its recording of provisions, if and when needed. When completed, the examinee submits all paperwork per instructions to the Office of Judge Certification, and must not be sent to any other address.

Within the Judge Certification program, no matter the status of the person, or what part of the program is being endeavored, professional behavior is expected in all cases of verbally and visually expressing the concepts being conveyed. As contestants will receive your scores, how you verbally and visually express yourself will not only indicate your expertise, but also the manner in which you share information with our contestants, i.e., customers. As a judge, you become an ambassador for our dance sport and in all cases present or away from events, must show such professionalism (subject to internal review for not doing so).