



Revised January 3, 2017

# JUDGING ACCREDITATION TEST ADMINISTRATORS' EXAMINATION SCHEDULING REQUEST

Requests must be received in the USA Gymnastics office a minimum of 5 weeks prior to the Exam Date. It is the Test Administrator's responsibility to check the USA Gymnastics website at [https://usagym.org/pages/women/pages/judging\\_accreditation.html#](https://usagym.org/pages/women/pages/judging_accreditation.html#) to verify their Exam session has been properly registered.

EXAM DATE (M/D/Y) \_\_\_\_\_ START TIME \_\_\_\_\_ AM PM

TEST ADMINISTRATOR \_\_\_\_\_ USAG PROFESSIONAL MEMBERSHIP # \_\_\_\_\_

EXAM LOCATION (ADDRESS) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TA EMAIL \_\_\_\_\_ TA HOME PHONE \_\_\_\_\_

TA CELL PHONE \_\_\_\_\_ TA'S ADDRESS \_\_\_\_\_

THE FOLLOWING TEST PARTS WILL BE OFFERED (CHECK):

	4/5	7/8	9	10
WRITTEN				
PRACTICAL				

**SCANTRON Answer Sheet Request Order: Written (#) \_\_\_\_\_ Practical (#) \_\_\_\_\_**

**Is this testing being held in conjunction with a sanctioned meet or CPE-approved clinic? \_\_\_\_\_ Yes \_\_\_\_\_ No**

## ESTIMATED EXPENSES

Actual expenses must be recorded on the Expense Report Form and submitted WITH RECEIPTS and all other testing paperwork at the conclusion of the Examination. All expenses other than nominal ones must be listed here for pre-approval. You will be notified only in the case that the expenses are NOT Approved.

Mileage \_\_\_\_\_ miles x \$.53.5 \_\_\_\_\_ (Current IRS rate for 2017)

Room Rental \_\_\_\_\_

Per Diem (\$15.00/meal, max. \$30.00 per day) \_\_\_\_\_

Copying Expense \_\_\_\_\_

Mailing (trackable USPS, UPS, FedEx, etc.) \_\_\_\_\_

Other (specify) \_\_\_\_\_

Honorarium \_\_\_\_\_

(There MUST be a minimum of 5 exam part registrations to receive an honorarium.)

Honorarium #2 (see TA handbook for guidelines) \_\_\_\_\_

Assistant TA Name \_\_\_\_\_

USAG Pro # \_\_\_\_\_

### RETURN TO:

CONNIE MALONEY

USA GYMNASTICS

132 E. WASHINGTON ST., SUITE 700

INDIANAPOLIS, IN 46204

OR FAX: 317.237.5069

[cmaloney@usagym.org](mailto:cmaloney@usagym.org)

**Total Estimate** \_\_\_\_\_