



CONNECTICUT STATE REFEREE PROGRAM



Entry Level Referee - Instructions

Candidates for Grade 8 Referee Entry Level Training must be 13 years old by June 30, 2012.

Entry Level Training Process – Summary

The CSRP has changed the Entry Level Training Process from an ALL “In-Class Clinic” format to the combination of a web-based “On-Line Training Course” and a one-day, in-class “Field Training/Test Session”. The training is **Windows/PC** based and **Internet Explorer** and **Firefox** are the preferred browsers; you may experience error messages or malfunctions with other browsers. Firefox is the advised browser for MAC users (be aware there still may be some instances where MAC users may experience compatibility problems when using eReferee applications). It is imperative that you read these instructions and become familiar with all aspects of the Entry Level Training Process.

New Referee Candidates:

Referee candidates that are not in the CSRP database will create a new account via an on-line, one-time, three step process. Once the account has been created you will use the “eReferee Login” to access your account from the CSRP home page <http://www.ctreferee.net>. The first portion of the Entry Level Training Process will be the web-based “On-Line Training Course”. All Entry Level candidates must pass the “On-Line Training Course” before they can proceed with a score of 75 or higher on all tests. The second portion of Entry Level Training Process will be an in-class “Field Training/Test Session”. You will have a choice of dates and locations for the Field Training/Test Session that will be posted in your account once you pass the on-line training modules and on the CSRP “Event Calendar”. The in-class session will consist of a three hour Field Training Session, a one hour study break, followed by a two hour session to administer the 100 question USSF written test. Successful completion of the written test and Entry Level Training Course requires that all candidates achieve a score of 75 or higher. Upon successfully passing the Entry Level Training Course, you will receive the current year Referee badge and the book “Laws of the Game”. Those candidates that did not pass will have another chance to re-take the 100 question USSF written test.




Existing Referees who have not recertified:


Referees that have had a lapse in their Recertification or you failed your current Recertification Process will be able to officiate after successful completion of all requirements for the Entry Level Training Course. Before you can sign-up you **MUST** request permission from the CSRP Office to take the Entry Level Training Course; e-mail the CSRP Office at info@ctreferee.net and provide your First Name, Last Name, and date of birth as it exists in the CSRP database. You will receive a confirming e-mail that your account has be activated and that you can start the Entry Level Training Process.

Entry Level Training Process – Detailed Steps

- The training is **Windows/PC** based and **Internet Explorer** and **Firefox** are the preferred **browsers**, you may experience error messages or malfunctions with other browsers. Firefox is the advised browser for MAC users (be aware there still may be some instances where MAC users may experience compatibility problems when using eReferee applications).
- Referee Entry Level Registration and Training for USSF Grade 8 Referee will be done “**ON-LINE**” – go to the CSRP web home page <http://www.ctreferee.net> – click on the flashing image **REFEREE CLINICS**, it will direct you to the page for Referee Clinics and Training.
- If you are an existing Referee, who is taking Entry Level Training after a lapse in Recertification (does not matter how many years passed since the last Recertification) or you failed your Recertification Process, skip the New Referee Registration steps and continue the Entry Level Process with the eReferee login and details that follow.
- New Referee Registration and creating an account in the CSRP database is a “One-time”, “3-step” process --- click on the link for “**New**” **Referee Registration** on the Referee Clinic page to begin:
 - Step 1 – enter your First Name, Last Name, Middle Initial (if you have one) and Birth Date – click on “**Next Step**” to proceed
 - Step 2 – enter all requested information: Address, E-Mail Address, Phone Number(s), Gender, Country of Birth, Country of Citizenship, Enter “**CT**” for State Affiliation for Connecticut – click on “**Record**” to proceed
 - Step 3 – review all your entered information for accuracy – click on “**Update**” to complete your registration record in the CSRP database
- Once you have completed your “One-time” Registration Process proceed to the CSRP home page <http://www.ctreferee.net> and select the “**eReferee Login**” from the left navigation box; login with your “First Name”, Last Name” and “Date of Birth”. You will be brought to your “Account” page, select the “**NO**” link in the “Entry Level Process” table to continue.

860-676-1161 | info@ctreferee.net [Site Map](#) | [Home Page](#) | [CJSA Web Site](#)

Connecticut State Referee Program   



eReferee System Utilities
[Home Page](#) >> eReferee System Utilities

Hello, Entry Level Referee
Current Year:

Entry Level Process




Click on the “**No**” links below in order to finish all your Online Entry Level Process!!!


Referee
No EntryLevelRefereeOn-LineCourseInstructions.pdf 2 of 9

[About CSRP](#)
[News Archive](#)
[Resources](#)
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[Event Calendar](#)
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- This will take you to the “**Entry Level Process – Detail Summary**” page which will show a matrix of requirements for Entry Level Referee Training – select the active “**NO**” links to continue with the process till completed.

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Contact Us
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 Farmington, CT
 06032

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Entry Level Process - Detail Summary

Home Page >> eReferee System Utilities >> Entry Level Process - Detail Summary

Click on the “**No**” links in the matrix below in order to finish the Online Entry Level for your profile!!!


Print Course Instructions

Registration Profile	Yes
Background Check	No
Payment	No
Course Ethics	No
Module 1	No
Module 1 Test	No
Module 2	No
Module 2 Test	No
Module 3	No
Module 3 Test	No
Module 4	No
Module 4 Test	No
In-Class Clinic	No
Entry Level Language	
Print Certificate	

Need Assistance? Contact [The CSRP Office](#)

[Logout](#)

- Next select the “**NO**” link for “**Background Check**” (age 18 and older), under 18 years will not see “Background Check” in their Entry Level Process - Detail Summary page. Referees 18 years and older will have to complete the Background Check if they want to officiate any CJSA sponsored youth competitions – highlight “Referee” from the list “Select Your Organization”. (if you have a current Background check you will not have to complete this part of the process)
- The Background Check is not an automatic process – once you have submitted your Background Check you will have to wait 5 business days for it to be processed before you can resume your Recertification.
- Next select the “**NO**” link for “**Course Ethics**”, read the “Referee Ethics” document and continue with the process.

- Next select the **“NO”** link for **“Payment”** – cost of the Entry Level Training is **\$79.75** – In the middle of the screen you will see **“CSRP Referee Events/Online Courses/Clinics You Would Like to Register for:”** – select from the drop-down box **“Clinics/Courses”** – in the next drop-down box select **“Grade Entry Online Entry Level...Master Registration for Online Grade 8 Entry Level Referee Training”**.
 - Next you must pay for the Entry Level Training course using either a credit card or a check; all information about the fee will be displayed as you proceed through the payment process.
 - If you pay by credit card and the payment is approved you will receive an e-mail confirmation. **Please save/print the credit card payment confirmation.**
 - If you pay by check, the CSRP Office will generate an e-mail confirmation after the check is received/entered. **Please save/print the check payment confirmation.**
 - Continue to select the active **“NO”** links to proceed with the process till completed.
 - Participants will download and complete four Entry Level Training Modules. The training modules will be available in different formats so you can download this important course material to your computer for study purposes and reference. The training module presentations cover all 17 FIFA/USSF Laws of the Game. After completing each training module, you will take an on-line module test. You must score a 75% or higher on each module test in order to gain access to the next training module. You will be able to “Save” your module test entries by selecting the "Save this Version" button as many times as you need before submitting the module test for grading.  If you take a module test and do not score a 75% or higher you will be able to see which questions you answered incorrectly after the module is graded. To proceed select one of the links to “Retrieve Course Content from the Download List”, “Logoff to Study and Return Later”, or “Start the Current Module Test”.
- Downloading and Setup for Entry Level Training Modules
 - It is imperative that you **READ** the information on [How to Download and Install the Training Modules](#) before you proceed with any aspect of the Entry Level Training. This information can be found at the end of this document, on the CSRP web page “Referee Clinics” or cut and paste the link below to your browser:

http://www.ctreferee.net/files/referee_instructions/HowToDownloadAndInstallTheTrainingModules.pdf

- ♥ When you are ready to take a module test after you have been studying, viewing the module content or away from your computer you will have to login to your account again. Use the [“eReferee Login”](#) from the left navigation box and enter your “First Name”, Last Name” and “Date of Birth”, proceed from your “Account” page to your Entry Level Process “Detail Summary” page and select the active **“NO”** link for the module you are working on. If you have saved your work on the module test you will be brought to the current module test to resume your test. If you never started, saved or graded a module test you will be brought to selecting the available download choices. **Select any file to download, this will trigger the “Start Module Test” to appear and you will be able to proceed with the module test** (you may opt to cancel the download unless you want a copy of the file you selected). If you submitted a module test for grading and did not pass you will be brought to a point with multiple choices: “Logoff to Study Further and Return Later”, “Start Module Test”, or “module download choices”.

*Be aware there is a **session limit** - after 30 minutes the system will log you out and will not save any questions you have answered. If you can not complete and submit the Module Test for grading within a 30 minute timeframe be sure to scroll to the bottom of the Module Test page and select **“Save this Version”**. You may use “Save this Version” as many times as you need. If you logoff after saving you will be able to login and return to the Module Test and continue answering questions.*

- After successful completion of Module Test # 4 you will need to register for a **Field Training/Test Session**. The Field Training/Test Session will be a one-day event, typically scheduled on a Saturday or Sunday, consisting of a three hour field training session, a one hour break, and a two hour testing session during which you will be administered the USSF Referee Certification Test. The certification test contains 100 multiple choice and true/false questions. Check the CSRP **“Event Calendar”** from the left navigation box for posted Field Training/Test Sessions.
- *If you have completed all the modules and need to access the Entry Level Module Study Information – **login to your account** – copy the following link to your browser URL window and select the enter key to proceed:*
https://www.ctreferee.net/referee/entry_level_read_test/1/
Change the last number from “1, 2, 3, or 4” between the forward slashes to access the Entry Level Module Study Information you desire.
- **You will need to bring a pen, pencil and paper for notes as well as a whistle and flags to the “Field Training/Test Session”.**
- After you attend the Field Training and Test session, pass the certification test with a grade of 75% or higher, the Entry Level Certification process will be complete and you will be certified as a Referee Grade 8, receive the current year Referee badge and the book “Laws of the Game”.
- If you do not achieve a satisfactory score on the USSF Referee Certification Test you will have one opportunity to retake the test. To re-take the USSF Referee Certification Test you will have to sign up for a “RE-TEST” after the instructors record the written test grades, typically 24 hrs after the In-Class “Test Session”. Make sure you select the ‘Re-Test’ option and not the “In-Class” session on this step!!! If you do not pass a second time, you will not be able to certify this year and if you want to officiate you will have to wait until next year to start the process again.

- After all Entry Level Training requirements have been completed you will be able to return to your “**Entry Level Process – Detail Summary**” page and at the bottom of the page there will be a link to print your Certificate of completing the Entry Level Referee Training course.
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- If you register and pay for Entry Level Training and decide ***not to complete any On-line Module Tests***, you are entitled to a refund. You must e-mail the CSRP and advise that you will not be participating in Entry Level Training. Applicants whose payment is complete for Entry Level Training will receive a refund of \$59.75
 - If you complete one or more On-line Module Tests, but do not continue with the Entry Level Training, you must inform the CSRP Office and you will be only entitled to a refund of \$20.00
-

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How to Download and Install the Training Modules

Step 1 – Select a download type (PowerPoint or Articulate)

Study Aids	Download Study Aids	(msi, 11.2 MB)
Training Module 1	Download PowerPoint Version Download Articulate Version	(msi, 6.56 MB) (msi, 2.82 MB)
Training Module 2	Download PowerPoint Version Download Articulate Version	(msi, 3.75 MB) (msi, 2.08 MB)
Training Module 3	Download PowerPoint Version Download Articulate Version	(msi, 9.19 MB) (msi, 6.21 MB)
Training Module 4	Download PowerPoint Version Download Articulate Version	(msi, 5.18 MB) (msi, 2.00 MB)

Step 2 – When the download dialog is displayed, select “**Save**”. This will download and save the module installation file to your computer. Saving the installation file to your computer will permit you to reinstall the software without having to download it again from the ctReferee website.

Step 3 – When the file download is complete, select “**Run**”. This will install the training software on your computer. Shortcuts will be created on your desktop and in your start menu to provide you with quick access to the training module and study aids and references. Follow the instructions presented in the installation dialogs. If you accepted the default locations contained in the installation, your software will be installed as show below:

Articulate Version

C:

- \Program Files --- or --- \Program Files (x86)
 - \CSRP
 - \Referee Training Module 1 – Articulate\player.html
 - \Referee Training Module 2 – Articulate\player.html
 - \Referee Training Module 3 – Articulate\player.html
 - \Referee Training Module 4 – Articulate\player.html

PowerPoint Version

C:

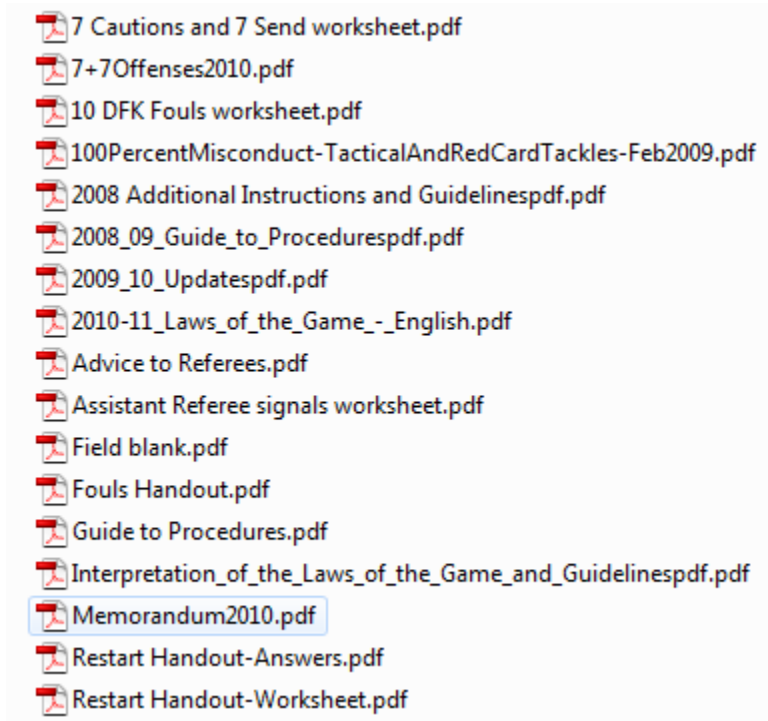
- \Program Files --- or --- \Program Files (x86)
 - \CSRP
 - \Referee Training Module 1 – PowerPoint\G8-Module-1.pps
 - \Referee Training Module 2 – PowerPoint\G8-Module-2.pps
 - \Referee Training Module 3 – PowerPoint\G8-Module-3.pps
 - \Referee Training Module 4 – PowerPoint\G8-Module-4.pps

Study Aids and Reference Materials

A series of study aids and references will be installed on your computer after downloading and running the Study Aids installation program. . If you accept the default locations contained in the installation, your software will be installed as shown below:

C:

- \Program Files --- or --- \Program Files (x86)
- \CSRP
- \Study Aids



The study aids are Adobe Acrobat documents that can be viewed or printed for your use. The study aids support the instruction presented in the modules and will provide you with additional detailed information.

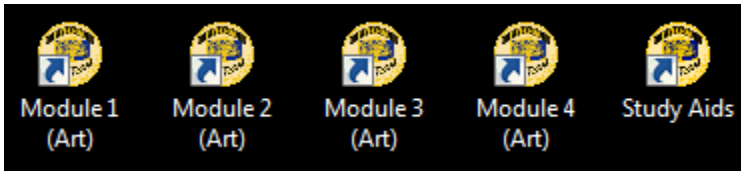


To view or download these files for future reference you will need to have Adobe Reader installed on your computer. You can obtain the software for free from www.adobe.com by clicking on the Adobe PDF Reader button to the left.

Getting Started

Click on the shortcut displayed on your desktop to activate a training module or view the study aids and other reference materials.

Articulate Version



PowerPoint Version

