



OCEP Principles Certification

OFFICIALS CERTIFICATION AND EDUCATION PROGRAM

The OSAA/OAOA Officials Certification and Education Program (OCEP) is designed to ensure that Oregon officials statewide are trained in a consistent and standardized manner. There are two components: OCEP Principles certification and sport specific OCEP Playoff certification. This document outlines the requirements for obtaining OCEP Principles certification and instructions for officials.

REQUIREMENTS

- Per Rule 4 of the OSAA Athletic Officials Handbook, as part of the Officials Certification and Education Program (OCEP), officials must obtain OCEP Principles certification within the first three years of officiating.
- This requirement does not apply to officials certified by the OSAA in 2005-06 or prior; or any transfer official previously licensed or certified by a state high school governing body.

HOW TO OBTAIN OCEP PRINCIPLES CERTIFICATION

OCEP Principles certification can be obtained via two available options:

1. Attending an in-person course or clinic approved by the OAOA Executive Board on the basic principles of officiating; or
2. Completing the online NFHS Interscholastic Officiating Course.

Instructions for hosting an in-person clinic or completing the online training option are included below.

HOW TO HOST AN IN-PERSON OCEP PRINCIPLES COURSE

- Each local officials association should conduct an annual OCEP Principles course.
- It is highly suggested that these courses are offered to other neighboring associations of other sports to have a diverse participant base.
- OCEP Principles courses can be led by any experienced official using instructional resources available online.
- Refer to www.osaa.org/officials/ocep for additional information and lesson plans.
- A roster of participants including name and email addresses should be collected by the clinic leader and submitted to the OAOA Associate Executive Director, Debi Hanson, after the course.
- The OAOA will ensure each participant's record is updated to reflect successful completion of the OCEP Principles requirement.

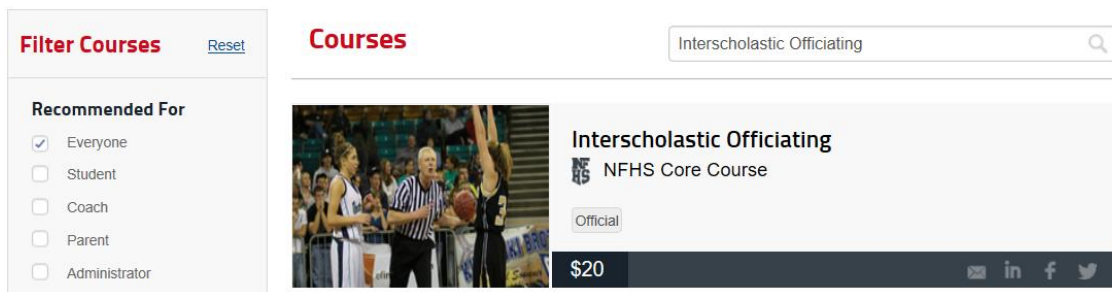
ONLINE COURSE ALTERNATIVE

- The alternative option to complete OCEP Principles certification is the online Interscholastic Officiating Course. This course was created by the National Federation of State High School Associations and is available through the NFHS Learning Center, www.nfhslearn.com.
- The normal course fee is \$20. Registered officials in Oregon can order the course for free with a \$20 discount.
- Instructions for officials outlining the process to complete the NFHS Interscholastic Officiating Course are included in the next section.

HOW TO ORDER THE NFHS INTERSCHOLASTIC OFFICIATING COURSE

To complete the online course for OCEP Principles, follow the instructions below. To order the course at no cost, individuals must complete the annual OSAA registration process.

1. Navigate to www.nfhslearn.com.
2. Log into your NFHS Learning Center account or create a new one.
 - a. If you already have an account, click the **Sign In** link located in the upper-right and skip to step 3.
 - b. If you have never logged into the NFHS Learning Center before, click the **Register** link located in the upper-right.
 - c. Provide your email address and create a user name. It is suggested to use your email address as your user name.
 - d. Type in a password using at least 8 characters. Confirm by re-typing your password then click the **Next** button.
 - e. Enter in your profile information including your name and address. Enter in the name of your local officials association as the "School/Organization Name." You can also select which sport or sports you officiate. Click the **Finish** button to complete your profile information.
 - f. Finally, you will be prompted for additional information. Be sure to indicate you are taking the courses in Oregon. Click **Finish** to complete your registration.
3. In the navigation bar at the top of the page, click the **COURSES** tab.
4. In the "Search for Courses" text-box, search for **Interscholastic Officiating**.



5. Ensure the course is titled "Interscholastic Officiating" as pictured above. Mouse over the course and click the **View Course** button that appears.
6. At the top of the course page, select **Oregon** from the drop-down list of states. A \$20 cost will appear.



Note: The course is free to all members of the NFHS Officials Association. Registered officials in Oregon are automatically added to the NFHS Officials Association with 24 hours after completing the annual online OSAA registration process. To get free access, enter your NFHS Officials Association registered email address at checkout, which is the same email address used to register with the OSAA.

7. Click the **Order Course** button and select **Myself** when prompted. Click **Continue** to continue.
8. On the shopping cart page, ensure the information looks correct, including the state selection and \$20 cost. Click the **Checkout** button to continue in order to apply your discount.
9. Provide your billing contact information and click **Continue**.

Continued on the next page.

10. At this stage, you can enter in your email address to apply the \$20 discount. Enter in your email address you used to register with the OSAA under **Interscholastic Officiating Membership**. As soon as you tab to the next field or click outside of the text-box with your email address, your account will be verified to apply a discount.

Your Order

Courses for Myself

Course	State	Price
Interscholastic Officiating	OR	\$20.00

Interscholastic Officiating Membership

Enter your NFHS Officials Association registered email to receive a \$20 discount.

Subtotal : **\$20.00**

11. If your email address is verified, you will see the discount applied, similar to what is pictured below.

Your Order

Courses for Myself

Course	State	Price
Interscholastic Officiating	OR	\$20.00

Interscholastic Officiating Membership

Enter your NFHS Officials Association registered email to receive a \$20 discount.

Discount Applied! ✔

Subtotal : **\$20.00**

Total: \$0.00

Order Summary

[Edit](#)

Courses for Myself	\$20.00
Courses for Distribution	\$0.00
Other Items	\$0.00
Promotion (NFHS Officials Membership)	-\$20.00
Total:	\$0.00

Note: If your email address is not verified and you are not receiving the \$20 discount, then you may have attempted to verify your email address too soon after registering with the OSAA. If you've recently registered with the OSAA, wait at least 24 hours to allow your OSAA email address to be automatically synced with the NFHS database. If you still experience issues, contact the OSAA office for assistance. Neither the NFHS or the OSAA will not refund inadvertent course purchases.

12. Check the agreement check-box at the bottom of the order page and click the **Continue** button. A confirmation screen will be displayed showing your order receipt.
13. In the navigation bar at the top of the page, click the **DASHBOARD** tab to show your account's dashboard including any purchased courses.
14. Find your purchased Interscholastic Officiating course and click the **Begin Course** button.
15. Follow the on-screen instructions to complete the online course.
16. Once you have successfully completed the course, email the OAOA Assistant Executive Director, Debi Hanson, and provide your full name and the name of your local officials association. The OAOA will verify your completion status and ensure your record is updated to reflect successful completion of the OCEP Principles requirement.