



USA Boxing Instructions to Complete Transmittals



- Have the officials **PRINT** all their information and ensure it is current
 - If the official is new or taking a yearly maintenance examination then the official must check-off the appropriate box (*New or Main*)
 - If the official is taking a Level 2 or 3 examination then the official must check-off the appropriate box (*EL for elevation or MA for maintenance*)
 - * *Officials taking the Level 2 or Level 3 examination will check off the appropriate box **L2** for Level 2 or **L3** for Level 3.*
 - The official must enter current registration number
 - The official must check-off the appropriate capacity he /she will officiate at
 - The clinician will enter the score of the official
 - The Clinician must send the transmittal to Edith Smith of USA Boxing (*see below*)
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Instructions to Complete Certification and Maintenance Forms

- Any official who is being certified or taking a maintenance examination must make sure that he/she fills out their part completely
- The official must meet all requirements and they must be validated
- **The official must make sure the clinician signs and enters the score of his/her examination on the Certification or Maintenance form**
- The official must **make sure** that the Certification Form has the required signatures; LBC Chief of Officials and the LBC President
- Officials taking the Maintenance examinations must have the official's signature and the Chief of Official's signature on the form
- The official, who has met all requirements, passed the examination, form properly filled and signed must have his/her Chief of Official send the form to Edith Smith of USA Boxing

Edith Smith
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Colorado Springs, CO 80909
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esmith@usaboxing.org

NOTE: Any transmittal that is incomplete will be sent back to the clinician for completion. Any certification/maintenance form that is incomplete will be sent back to the official's LBC CoO's for completion. This will cause a delay of the official being elevated or maintaining his/her status.