Policy and Procedures
Number: 214B Revision: 26
Date: 28 April 2008
Subject: IAC Judges Program

1. **General**: The IAC Judges Certification Program was established to ensure judges of IAC regional and national contests would be knowledgeable of current *IAC Official Contest Rules* while performing the duties of judge at IAC-sanctioned contests.
2. **Program Administration**: The IAC Judges Certification Program is administered by the Judges Certification Committee. IAC Headquarters staff works closely with the committee to implement administrative procedures necessary to manage the program. The Judges Certification Committee also works closely with the Judges School Committee and the Rules Committee to insure understanding of new and revised judging criteria at IAC Approved Judges Schools.
3. **Program Policy**: The requirements for certification of judge applicants are established in *the IAC Official Contest Rules*, Chapter 2. These rules will be observed by the IAC Judges Certification Committee.
4. **Program Procedures**: IAC Judge Certification procedures are defined in the *IAC Official Contest Rules*, Chapter 2.
5. **Program Responsibilities**:
   a. **IAC Judge Certification Chair**: In accordance with the *IAC Official Contest Rules*, Chapter 2, the IAC Judge Certification Chair is responsible for:
      1) Supervising the Judge Certification Committee.
      2) Preparing the Regional Judge, National Judge, and Judge Revalidation and Currency written exams.
      3) Grading all written exams, providing a report of exam to each examinee, and maintaining a record of exam results in the IAC Judge Database.
      4) Approving all applications for Regional and National Judge certification and communicating with each judge applicant regarding the status of his or her application.
      5) Maintaining the IAC official records of judging activity for all IAC judges.
      6) Evaluating the currency status for each Certified Regional and National Judge and communicating that currency status to each Judge.
      7) Maintaining the IAC Approved List of Judges and forwarding a copy of this list to IAC Headquarters.

b. IAC Headquarter Staff: IAC Headquarters staff is responsible for:

1) Distributing regular updates to the *IAC Approved List of Judges*.
2) Directing questions from the Membership regarding Judge Certification to the Judge Certification Chair

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