

## COMPLETING THE WIAA OFFICIALS LICENSING APPLICATION

**WIAA LICENSED OFFICIALS ARE ACTING AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE OF THE WIAA OR ITS MEMBER SCHOOLS WHEN SEEKING AND ACCEPTING OFFICIATING CONTRACTS.**

Officials can submit their application online by using their VISA or Mastercard for payment.

1. **A background check is required of all WIAA licensed officials. If you have completed one during the 2018-19 or the 2019-20 school years, DO NOT DO IT AGAIN. If you do not remember if you did it, DO NOT DO IT AGAIN, contact Joan at the WIAA office. Those individuals needing a background check will be sent an email once their application is received with the link to the background check authorization form. Reciprocity officials need to complete this background check even though they may have completed one in their home state. High school students do not need to complete the background check. You will not be considered licensed and cannot officiate any contests until this background check is completed.**
2. Phone Numbers -- Your cell and home phone numbers will be published in the on-line Directory of Sport Officials. These numbers are important so that conference commissioners and athletic directors are able to contact you.
3. Address -- Provide your name and complete mailing address.
4. It is required that you provide an email address. Without an email address you will not have access to the required exams and rules meeting videos as well as other information.
5. Officials Association Number -- If you are a member of an official's association, indicate your association number on the line provided. If you are not a member of an association, leave it blank. You will find a complete listing of official's associations under Resources on the Officials page.
6. Fees
  - a. A \$35 basic fee is required. Check all sports that you would like to officiate.
  - b. A \$15 per sport fee is required. Rules book will be provided to all officials in all sports. An official's manual will also be provided for those sports that publish the manual. Please check the Supplemental Publications Order Form to order any books that you may wish to have but will not be sent to you as a part of your sport fee(s).
  - c. Limited/restricted officials (students still in high school) do not have to pay any fees to become licensed. Your high school athletic director must submit the student online application for you. High school aged officials will be allowed to not only officiate contests up to an including the 9<sup>th</sup> grade level but will also be able to officiate sub-varsity contests in all sports except hockey as long as they are assigned with a fully licensed adult official. High school aged officials are also able to be assigned as lines people for varsity contests in soccer.
7. New officials who have officiating experience from another state may request a classification adjustment. Please read the Guide for Officials that is on the Official's page under Forms and Publications. This Guide has valuable information regarding classification requirements, licensing procedures, ranking information, etc.
8. Contact Joan Gralla at the WIAA office with any questions [jgralla@wiaawi.org](mailto:jgralla@wiaawi.org) 715-344-8580.