

# Certified Professional Education (CPE)

As judges, we are required to acquire qualified educational hours, or CPE hours, each year to stay current on our judging materials and knowledge to be prepared to judge. Each rating has a minimum requirement for CPEs. USA Gymnastics has a page for [Judging Women's Artistic Gymnastics](#) with a section dedicated to CPEs that should be referenced as your primary source of information.

Disclaimer: This document will guide you through the CPE section of the Judging Women's Artistic Gymnastics page BUT IS NOT AN OFFICIAL SOURCE OF INFORMATION. USA Gymnastics is always the true source of information.

CPE is specific to USAG – NGA does not currently have CPE requirements. Read through the [USA Gymnastics CPE requirements](#) carefully. Below are the topics covered on this page:

- CPE requirements to be eligible to judge sanctioned events
- The accreditation year and when CPEs are due
- If you are a new judge or recently received a new rating, reference the examples provided to determine when your CPE hours are due based on when you receive your rating
- Chart showing required CPE hours for each rating
  - Total hours
  - Clinic hours
  - Carry forward limits
- Minimum requirements for live clinic hours
- Maximum allowance for live virtual or USAG online courses
- Specifics on how excess live virtual or USAG online course hours can be applied to the Miscellaneous category
- Explanation of carry forward hours
- Retaining historical clinic forms and the corresponding annual CPE record
- Requirements for clinics to be eligible for CPE credit
- Where CPE forms can be accessed on the USA Gymnastics website
- Detailed explanation of Miscellaneous CPE credits including the categories and their hours limits,

## New Judges or New Ratings

If you are a new judge, use the examples provided under [USA Gymnastics CPE requirements](#) - point D - to determine how many CPE hours will be due for your rating and when they will be due. Once you have this information, you can begin to acquire CPE hours by attending events:

- Clinic CPE Hours
  - Review points H and I for specific information on live and live virtual clinic credits

- Examples include:
  - USAG State/Regional/National Congresses
  - NAWGJ Symposiums
  - [USAG online courses](#)
    - Scroll to section J: Judging Specific Courses and Exams
  - Live virtual clinics
    - **Pro Tip:** Navigate to [Flipping Education](#) and sign up to receive their newsletter so you get notified when they drop a new live virtual clinic offering
    - USAG and NAWGJ will also occasionally offer live virtual courses
- Miscellaneous CPE Hours
  - Coaching
    - Review point O.1 for specific information on coaching credit
  - Being in the gym with athletes and coaches
    - Review point O.2 for specific examples of in-gym credit
  - Volunteering
    - Review point O.3 for specific examples of volunteer credit
    - Indiana Judges Cup is **NOT** eligible for volunteer credit
  - Video or live practice judging
    - Review point O.4 for specific examples of practice judging credit
    - Remember: Indiana NAWGJ will reimburse you for expenses related to practice judging

## Documenting CPE Hours

As you acquire CPE hours, you will need to maintain proof of your attendance or completion. You can do this using forms provided by USAG. Navigate to the [Women's Artistic Forms](#) page and utilize the following forms:

- Acquire Signatures
  - [Multi-Track Educational Events Form](#)
    - Use this form when attending an event where you'll be acquiring signatures for multiple sessions.
    - This is applicable for most congresses or symposiums you attend.
  - [CPE Cards](#)
    - Keep these handy and use them when you'll be acquiring signatures for single events.
    - These cards can also be used when acquiring multiple CPE hours for one event, for example volunteering as a USA Gymnastics event like the U.S. Classic or U.S. Championships.
- CPE Cycle
  - CPE cycles run from August 1st through July 31st. As an example, the hours you acquire from August 1, 2024 through July 31, 2025 make you eligible to judge for the 2025-2026 competition season.

- CPE Submission
  - CPEs are typically due between the end of May and end of June each year. The CPE form states the end of May but the state may choose to extend this deadline.
    - Note that because the submission date occurs before the end of the CPE cycle, you may list future events on your annual CPE record. In the event this occurs, ensure you acquire the proper signatures using the above CPE forms.
  - Review your completed CPE forms/cards and transfer that information to the [Annual CPE Record](#).
  - Once you've completed the annual CPE record, send a digital copy to the official CPE Coordinator for Indiana.
    - Ruth Hanna: [ruthhanna333@gmail.com](mailto:ruthhanna333@gmail.com)
- Maintaining Documentation
  - It is possible to be audited for CPEs.
  - Should this happen you need to have your CPE forms/cards and your Annual CPE Record available to prove you fulfilled your educational requirements.