

**There are three steps to the registration process for becoming an official**

**Step 1. Get fingerprinted by one of the County School Boards and have your name put in the Officials database.**

- A. Orange County**
- B. Osceola County**
- C. Seminole County**
- D. Volusia County**

**Upon notification of your fingerprints being cleared by the School Board, continue with Step 2.**

**Step 2. Register with the Central Florida Officials Association**  
**Fill out registration application**  
**Pay dues for each sport**

**Step 3. Register with the Florida High School Athletic Association (FHSAA)**

**Procedures for becoming a member of the Central Florida Officials Association (CFOA) and the Florida High School Athletic Association (FHSAA)**

**Step 1. Fingerprinting – in compliance with the Jessica Lunsford Act**

**If you are a school board employee, please contact your Human Resources Department and ask them to add your name to the official's database.**

**Orange County School Board**  
**445 West Amelia Street**  
**Orlando, FL**  
**Payment Options:**

**CASH IS NOT ACCEPTED**

Fingerprinting is performed by an electronic process in Orange County. The cost for the national background check is \$61.00. It is recommended that payment be arranged in advance by credit card (Visa/MasterCard) through the Florida Department of Education website [www.flprints.com](http://www.flprints.com) or by calling 877-357-7456 (toll free). When paying in advance, be sure to either print out or write down your confirmation number and bring it with you.

Money Orders made payable to Fingerprinting Services, LLC are also acceptable. If using a money order, payment is given to the person performing the fingerprinting.

**Reservations:** Fingerprints are processed at Fingerprint Services on the first floor of the Educational Leadership Center, 445 West Amelia Street, Orlando Florida 32801.

Visit <http://fingerprints.ocps.net> to make an appointment that is convenient for you. There are multiple days and times from which to choose.

Once you've selected a time, enter your personal information and then your work status as "independent contractor". NEXT, download the confirmation information - which contains a demographic data sheet where you need to populate basic information about yourself. On this form, in the space titled "position" list yourself as a sports official. Also, upon arrival, inform them that you are a sports official and present your drivers license.

**Osceola County School Board**  
**817 Bill Beck Blvd.**  
**Kissimmee, FL 34744**

Osceola requires you to pay online at the following website:

[www.flprints.com](http://www.flprints.com)

Fee is \$61.00

Call Judy Smit for an appointment – 407-870-4091

Fingerprinting is conducted Monday-Friday between the hours of 8:00am and 4:00pm

Please bring two forms of identification; one must be a picture ID. Expired Identifications are not acceptable. Passport, credit card, certificate of citizenship are several acceptable forms of identification.

You will be required to fill out an information form.

**Seminole County School Board**  
**400 North Lake Mary Blvd**  
**Sanford, FL**

No reservations or prepayment is required. Cost is \$61.00 payable in "CASH" only. Seminole County School Board hours are from 8:30am – 12:00 and 2:00pm – 4:00pm.

**Volusia County School Board**  
**Attn: Elaine Schafer**  
**3750 Olson Drive**  
**Daytona Beach, FL 32124**

Contact Person: Elaine Schafer  
Telephone No: 386-734-7190 x 50729

**CFOA - JLA Number – JLA0000672**

Please go to the Volusia County website: [www.volusia.k12.fl.us](http://www.volusia.k12.fl.us)

Down the right hand side – click on "Quick Links"

The next screen will have two columns, down the second column, the sixth bullet is 'Jessica Lunsford Act' click on it

Down the left hand side – click on "Background Application Instructions"

Click on the high-lighted web address for Priderockholdings

Read through the instructions and click the box at the bottom, then click "Next"

It will ask you to enter your JLA number – (JLA0000672), enter the confirmation code

Click "Submit" – Follow the instructions on the next page.

**If at any time you feel you need to talk to someone about the process, please feel free to call Elaine Schafer at the number listed above. She will be more than willing to help you through the process.**

**No matter which county you use**, please advise the CFOA when you have completed the fingerprint process.

[cfoa@cfl.rr.com](mailto:cfoa@cfl.rr.com)

The CFOA will then be able to track the database and advise you that you are either cleared or not cleared. If you are **not** cleared, the CFOA **does not** receive any information as to why. It will be up to you to contact the County School Board where you were fingerprinted to obtain the reason. There is an appeal process for each School Board. The School Board will advise you of that process.

## **Central Florida Officials Association (CFOA)**

**In order to be a member in the CFOA, you must have been fingerprinted and approved by one of the County School Boards, with your name appearing in the Officials database as being cleared.**

### **Step 2. Logon to [www.cfoa.com](http://www.cfoa.com)**

Look down the left hand side of the screen, click on Membership, this will take you to the next screen. Click on the appropriate sport “CFOA Football Membership Registration Form” or “CFOA Basketball Membership Registration Form” or “CFOA Girls Flag Football Membership Registration Form”.

This will take you to the next screen. Fill in all of the blank fields. This form goes to the Secretary for registering new/returning officials and to the Assignment Officer.

Dues are

\$20.00 for Football

\$60.00 for Basketball

\$20.00 for Girls Flag Football

Payable to CFOA. Send check/money order to:

CFOA

c/o Don Thomas, CPA

500 North Maitland Avenue

Suite 102

Maitland, FL 32751

Please indicate what sport(s) you are registering for on the check.

If paying by money order or third party check, please include your name and sport(s).

**YOU MUST BE A MEMBER of the Central Florida Officials Association (CFOA) and have been fingerprinted before you can become a legal member of the Florida High School Athletic Association (FHSAA)**

**Florida High School Athletic Association (FHSAA)**

**Step 3. Logon to [www.fhsaa.org](http://www.fhsaa.org)**

In the banner where FHSAA is displayed in blue, look to the right you will see iFHSAA login, put the cursor on the iFHSAA login, click on it, this will take you to another screen. There are three categories for Officials, please click on the appropriate one. Officials new to FHSAA should use the third entry to establish a new account “Want to be a new Official? Click [here](#) to sign up.”

This will take you to another screen. Fill in the blanks, typing your First name, MI and Last name. Remember, whatever you type will be how it is displayed, (i.e. all caps, all small letters, please Capitalize first letter and the rest lower case) and showing on all your records for FHSAA.

Email address and your own personal password (whatever you would like for a password)

Date of Birth is xx xx 19xx

Social Security Number

Address (Street, City (pull down menu), FL

Zip Code

Phone Number

The next section is for the sport. You can sign up for as many sports as you would like to officiate. If you sign up for them, you **MUST** attend the **Rules Clinic** and take the **FHSAA Test** for **each** of the sports, or you will be fined \$50.00 for **each** occurrence that you miss.

The sport “**Football**”, “**Basketball**” or “**Girls Flag Football**” (pull down menu). (\$27.00/sport – plus \$7.00 administrative fee for the first sport.

The test Location (pull down menu) is **00** for Open Book, **48** for Dr. Phillips or **57** or Winter Springs. If you are a new Official, 1<sup>st</sup> or 2<sup>nd</sup> year Official, it is recommended that you take the open book exam this year.

The Association (pull down menu) is **Central Florida Officials Association**

The next section – self explanatory

The last section – **READ AND CHECK THE BOX AT THE END.** If you do not check the box, it will not allow you to go any further. Please read this section very carefully. When you check the box, you are telling FHSAA that you are in compliance with all of their rules and regulations. If you have not been fingerprinted and acknowledged that you have been cleared, you are in violation of the law for falsifying a document and subject to penalties and fines as deemed appropriate by FHSAA. A copy of the registration information can be found at the end of this document.

Preview – a new page will appear, allowing you to review the information you just entered. If it is correct and there are no highlighted (red) errors, submit the form.

A new screen will appear asking how you want to pay. You can use either a VISA or MasterCard. Fill out the requested information and submit. Please press the submit button only **once**. Each time you press it, the FHSAA will charge you \$34, or whatever the amount you authorized.

You will not see any confirmation of acceptance after you submit the information. You will receive an email confirmation thanking you for joining and paying.

If you want to check to see if it has been accepted, go back to Step 2, when you log back on, click on iFHSAA login, this will take you to the FHSAA's Home Page. Look down the left side, under "LOGINS", click on "iFHSAA Login". This will take you to the next screen. Enter your EMAIL address and your password that you just created. This will take you to your home page. Click on "Update Information", and then you can either click on "Pay Fee / Fines" or "Review Officials Application". If you click on Pay Fees and Fines and your total is zero, than you are OK. If it shows any dollar amount, you are registered, but put in a suspended category until the FEES/FINES are resolved. If you click on "Update Officials Information", this will display what you submitted. If you find an error in the information or it has changed since you submitted. Please send the correct information to FHSAA.

Again, if you have any questions about using the system, feel free to give Roland Taylor, (407) 855-3035 or Al St. Pierre (407) 415-2589, a call. Both are usually available between 7:30am and 10:30pm.

Thanks again for becoming a member of the Central Florida Officials Association.

#### **Board of Directors**

Cary Fields	- President
Mike Goodspeed	- Vice President Football – Education/Training
Horace Cannady	- Vice President Basketball - Education/Training
Roland Taylor	– Secretary
Greg Vanatta	– Treasurer
Don Trawick	- Assignment Officer – Football/Girls Flag Football
Kim Fessler	- Assignment Officer – Basketball
Commissioner	- Jeff Deen
Al St. Pierre	– Information/Computer

#### **INFORMATION FOUND ON THE FHSAA REGISTRATION FORM**

I attest that the above information is accurate to the best of my knowledge. If my application is found to be falsified or incomplete my application will not be processed. And/or **I will be subject to FHSAA fines and possible legal action.**

I am obligated to attend one FHSAA rules clinic and take the FHSAA rules examination for each sport registered. I also am aware that failure to attend WILL RESULT in a \$50.00 fine and suspension for each occurrence. **I agree to be bound and abide by all the FHSAA rules and regulations governing the conduct of contest officials at FHSAA sanctioned events. These regulations are contained in the FHSAA official's handbook which is available online free of charge.**

I acknowledge that this application WILL NOT constitute an employment agreement between me and the Florida High School Activities/Athletic Association or its member schools. Rather, I will act as, and be considered to be, an independent contractor while serving as an FHSAA registered official.

My application may be declined at the sole discretion of FHSAA for any reason whatsoever.

I AGREE TO THE ABOVE STATEMENTS IN THIS BOX

Please click the button only once! If you fail to comply the system may charge you twice.

## **FHSAA**

### **General Regulations & Policies (Excerpts)**

#### **100. Getting Started**

#### **102. Registration of Officials**

##### **102.2 Requirements for Registration**

- (1) To be registered as an official an individual must:
  - (a) Be 18 years of age or older (Except for student official – 16 years)
  - (b) Submit a valid application for registration
  - (c) Pay the appropriate non-refundable registration fee and other fees
  - (d) Join and maintain membership in a local officials association
  - (e) Certify he/she has never been arrested for or convicted of a felony – Contest officials ***must*** comply with the Jessica Lunsford Act.