

# Montana High School Association

## Testing Information

Monday, July 18, 2011

**All exams will be administered online.**

***For Prospective, Late Paying and Reinstating Officials:*** Payment of dues automatically registers you for the exam, and detailed instructions to access the exam will be sent via email to the email address you provided on your **registration form**.

***For Upgrading Officials :*** If you wish to take the upgrade exam you must notify the MHSA office, in writing, at least seven (7) days prior to the opening date of the exam. A **request for upgrade form** is available on the Central Hub, or we will be happy to fax or email the form to you. Please contact Dani with those requests. Upon receipt of your request, your name will automatically be added to the test list if everything is in order. If a problem occurs we will contact you. Detailed instructions to access the exam will be sent via email. Please remember that upgrading will be denied for a one-year period for **failure to:** 1) complete the required number of study clubs; 2) complete rules and concussion training; 3) pay annual MOA dues by June 1<sup>st</sup>; or 4) receive a favorable evaluation from your regional evaluation committee.

***If you have any questions regarding the online testing process, please call Amy Bartels at 406-442-6010 [abartels@mhsa.org](mailto:abartels@mhsa.org)***

NOTE: Exam minimum requirements:

Apprentice - **60%** minimum grade required to pass

Certified - **80%** minimum grade required to pass

Master - **85%** minimum grade required to pass

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