Level I

 Data Specialist

Promotion Workbook



**I Want to Get My Level l Promotion – What Do I Do?**

1. Obtain the Level I Data Specialist Promotion Workbook.
2. Attend a Section Level I Data Specialist clinic.
3. Attend a minimum of two competitions as an introductory data specialist, with assessment by the Chief Data Specialist (or alternate). There is no maximum to the number of competitions you may attend.
4. Record the competitions that you attend in your Summary of Activity.
5. Successfully complete the Level I Data Specialist Exam on the Skate Canada eLearning site.
6. Once you have completed the clinic, a minimum of two competitions with satisfactory assessments and successfully completed the Level I Exam, you are ready to apply for promotion.
7. Ensure that your application for promotion and summary of activity are completed.
8. If you do not have an electronic copy of your assessments scan or photocopy them for your record.
9. Submit full package to the section data specialist chair for review for promotion.
10. The next step is to continue to work at more competitions and work on further promotions.

**Remember** – your Assessment is your record for promotion – be sure to bring a copy with you when attending a competition so all necessary information can be recorded.

**Above all – it is your responsibility not to lose your completed Assessments!**

For the most recent requirements for promotion be sure to consult the [Officials Assignment and Qualification Procedure](https://info.skatecanada.ca/index.php/en-ca/procedures/138-officials-appointment-and-qualification-procedure.html)

**Application for Appointment – Level I Data Specialist**

*The workbook with all pages completed must be submitted to the Section Data Specialists Chair for review by committee for promotion.*

Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(first name) (last name)*

Address:

City:       Province:       Postal Code:

Phone:       Email:

Club:       Section:

Skate Canada No.

**Summary of Activity**

|  |
| --- |
| Assignments During the Past Two Years (use additional sheet if necessary) |
| Date | Competition | Responsibility |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Clinics Attended |
|       |       |       |
|       |       |       |

Level I Data Specialist Checklist

This page forms part of your application for the Level I Data Specialist promotion. Please ensure that the following areas are completed and signed as necessary.

[ ]  Complete Level I Data Specialist Clinic

Location:       \_\_ \_\_\_\_\_

Date: Click here to enter a date.

Clinic Conductor Signature:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Assessment #1

[ ]  Assessment #2

[ ]  Summary of Activity

[ ]  Certificate of Completion for Level I DS Exam

I have completed the above requirements and wish to apply for Level I Data Specialist promotion.

Signature:

Date: Click here to enter a date.