

Tennis Recertification Spreadsheet - Instructions

Certification for tennis court builders is granted for a period of three years. The certification period begins with the date certification or recertification is granted and ends on December 31 three years later. Candidates may recertify either by taking the then current certification examination or by submitting an application for recertification through documenting eligibility and continuing education points during the previous three years. Requirements are for **50 eligibility points** using the **Eligibility Spreadsheet** and for **40 continuing education points** using the **Continuing Education Spreadsheet**. For a more detailed explanation of the recertification process, including the point system, please refer to the Recertification Handbook.

Recertification Job List Form

Please fill out the Recertification Job List Form first. The appropriate information will automatically translate to the spreadsheets that follow. Enter the project name, number of courts, date of project and the name & phone number of the project reference. Places are available for sixty different projects on the two pages shown.

Eligibility Points (50 required for Recertification)

For recertification, tennis court builders must demonstrate 50 eligibility points with points in at least three of the five areas covered by the recertification spreadsheet. Points claimed must be for work completed within the three years since initial certification or since the last recertification. Construction must be completed on all projects listed. See below for a description of categories and minimums. NOTE: You may include points for stand alone 10 & Under tennis courts (36' or 60') in the same manner as for 78' courts. You may NOT count any blended lines when adding up your points.

I. PROJECT ADMINISTRATION

- *Prepare bids and proposals - 0.2 points per project
- *Prepare/review change orders, owner billings, subcontractor billings, job costs - 0.2 points per project
- *Plan and schedule crews, subcontractors and material deliveries - 0.2 points per project
- *Supervise project - 0.2 points per project

II. SITE, SUBGRADE & BASE WORK

- *Identify site issues (soils, drainage, obstructions, access) - 0.5 points per project
- *General site design (survey, calculate elevation and grade, construction staking) - 0.5 points per project
- *Prepare site (excavation, grading, slope stabilization, drainage, utilities) - 0.5 points per project
- *Install base (fine grading, sterilant, geotextile, crushed aggregate, paving) - 0.5 points per project

III. CONSULT WITH OWNER OR DESIGN PROFESSIONAL

- *Plan and design a single or multiple court project or renovation - 1 point per project

IV. TENNIS COURT COATINGS, FENCING

- *Install or supervise court surface - 0.2 points per court
- *Install or supervise tennis court equipment - 0.1 point per court

V. TENNIS COURT MAINTENANCE & REPAIR

- *Analyze reasons to alleviate problems - 0.1 point per court
- *Recommend products and systems to increase life of court - 0.1 point per court

Spreadsheet instructions: The spreadsheet will automatically calculate the eligibility points. Enter data as follows:

- 1 Your name, company name, phone number and email will automatically import from the Recertification Job List Form.
- 2 The project name and the number of courts will automatically import from the Recertification Job List Form
- 3

To enter points for Categories I, II and III, **enter a 1 in any box that applies for that project (do not enter a .2 or a .5)**. The spreadsheet will make the calculation and your accumulated points for that category & project will appear in the "Subtotal" box.

- 4 To enter points for Categories IV and V, **enter the number of courts that apply for that project**. The spreadsheet will make the calculation and your accumulated points for that category and project will appear in the "Subtotal" box.

NOTE: Subtotals for each category can be seen at the bottom of the sheet. Totals for each job can be seen at the right of the sheet. Your "Grand Total" (must be at least 50) is located in the lower right corner.

NOTE: If you need to list more than 30 projects, you may use the 2 page spreadsheet. The subtotals for each page is shown at the bottom of the sheet. The "Grand Total" is located in the lower right corner of the second page.

Continuing Education Points (40 required for Recertification)

Each candidate applying for recertification by continuing education points is required to identify and categorize all continuing education activities to be submitted for approval. (Refer to the Recertification Handbook for details & point values) Include copies of publications, programs and other supporting documentation with application. (Do not submit original materials.) Of the 40 continuing education points required for recertification, a minimum of 25 points must be from ASBA-related activities. Non-ASBA meetings & activities should be submitted to the certification committee prior to the meeting or activity (for approval & to determine number of points).

Spreadsheet instructions: The spreadsheet will automatically calculate the continuing education points. Enter data as follows:

- 1 Your name, company name, phone number and email will automatically import from the Recertification Job List Form.
- 2 Enter the name of meeting, article, committee or activity in the appropriate box (Column C)
- 3 Enter the dates for the meeting, activity or publication (Column D)
- 4 Enter ASBA points in Column E and Non-ASBA points in Column F (points will automatically total under "Total Points" and at the bottom of the page under "Total Recertification Continuing Education Points" (must be at least 40 points).

Recertification Job List Form

Page 2

Name: (enter name) _____

Company Name: (enter company) _____

Phone: (enter phone) _____

Email: (enter email) _____

Date: (enter today's date)

	Name of Project	Number of Courts	Date of Project	Name of Project Reference	Phone Number of Project Reference
31	Tennis Site 11	1			
32	Tennis Site 12	2			
33	Tennis Site 13	4			
34	Tennis Site 14	2			
35	Tennis Site 15	2			
36	Tennis Site 16	1			
37	Tennis Site 17	1			
38	Tennis Site 18	6			
39	Tennis Site 19	4			
40	Tennis Site 20	2			
41					
42					
43					
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59					
60					

Recertification Job List Form

Page 1

Name: _____ (enter name)

Company Name: _____ (enter company)

Phone: _____ (enter phone)

Email: _____ (enter email)

Date: (enter today's date)

	Name of Project	Number of Courts	Date of Project	Name of Project Reference	Phone Number of Project Reference
1	New Town Tennis Complex	6	December 2013	ABC Construction - Joe Wilson, PM	555-555-5555
2	Main Street Park, Anytown, USA	4	March 2014	Bob Jones, City Park & Rec Dept.	555-555-5555
3	Center Street Country Club	4	June 2015	Bill Johnson, Tennis Pro	555-555-5555
4	Tennis Site 4	2			
5	Tennis Site 5	4			
6	Tennis Site 6	5			
7	Tennis Site 7	6			
8	Tennis Site 8	1			
9	Tennis Site 9	1			
10	Tennis Site 10	3			
11					
12					
13					
14					
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16					
17					
18					
19					
20					
21					
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30					

Tennis Recertification Spreadsheet

Name: (enter name)

Phone: (enter phone)

Points accumulated in the last 3 years

Company Name: (enter company)

Email: (enter email)

Page 2

Job Number	Job Name	I. Project Administration				II. Site, Subgrade & Base Work				III. Consult w/ Owner or Designer	IV. Court Coatings, Fencing, Lighting			V. Court Maintenance & Repair			Total Points per Job
		1 Prepare bids & proposals .2 pts per project Enter 1 if yes	2 Change orders, owner billings, subcontractor billings & job costs .2 pts per project Enter 1 if yes	3 Plan & schedule crews, sub-contractors & material deliveries .2 pts per project Enter 1 if yes	4 Supervise project .2 pts per project Enter 1 if yes	1 Identify site issues (soils, drainage, obstructions, access) .5 pts per project Enter 1 if yes	2 General site design (survey, calculate line & grade, construction staking) .5 pts per project Enter 1 if yes	3 Prepare site (excavation, grading, drainage, utilities) .5 pts per project Enter 1 if yes	4 Install base, fine grading, sterlitan, aggregate, paving) .5 pts per project Enter 1 if yes		1 Plan & design a single or multi-court project or renovation 1 pt per project Enter 1 if yes	1 Install or supervise court surface .2 pts per court Enter the number of courts	2 Install or supervise tennis court equipment .1 pts per court Enter the number of courts	1 Analyze reasons to alleviate problem .1 pts per court Enter the number of courts	2 Recommend products & systems to increase life of courts .1 pts per court Enter the number of courts	Subtotal	
31	Tennis Site 11	1	1	1	1	1	1	1	1	1	1	1	1	0	4.1		
32	Tennis Site 12													0	1.2		
33	Tennis Site 13		1	1	1	1	1	1	1	1	1	1	1	0	3.2		
34	Tennis Site 14													0	1.5		
35	Tennis Site 15	1	1	1	1	1	1	1	1	1	1	1	1	0	2.2		
36	Tennis Site 16	1	1	1	1	1	1	1	1	1	1	1	1	0	4.1		
37	Tennis Site 17	1	1	1	1	1	1	1	1	1	1	1	1	0	4.1		
38	Tennis Site 18	6	1	1	1	1	1	1	1	1	1	1	1	0	3.6		
39	Tennis Site 19	4	1	1	1	1	1	1	1	1	1	1	1	0	2.6		
40	Tennis Site 20	2												0	1.8		
41		0												0	0		
42		0												0	0		
43		0												0	0		
44		0												0	0		
45		0												0	0		
46		0												0	0		
47		0												0	0		
48		0												0	0		
49		0												0	0		
50		0												0	0		
51		0												0	0		
52		0												0	0		
53		0												0	0		
54		0												0	0		
55		0												0	0		
56		0												0	0		
57		0												0	0		
58		0												0	0		
59		0												0	0		
60		0												0	0		
Total per category:																	

Total per category: 5

6.5

6

6.2

1.6

Total Page 2: 25.3

Grand Total: 51.6

Recertification Continuing Education Points Form

Name: _____ (enter name) Phone: _____ (enter phone)
 Company Name: _____ (enter company) Email: _____ (enter email)

A total of 40 points are required for recertification. Points may come from ASBA & Non-ASBA meetings & activities. A minimum of 25 points must come from ASBA meetings & activities. Non-ASBA meetings & activities should be submitted to the certification committee prior to the meeting or activity (for approval & to determine number of points). Definitions of each category and related points can be found in the Recertification Handbook.

Category 1: Attendance at Approved Seminars/Meetings

	Name of Meeting	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	2012 Technical Meeting	Nov 30 - Dec 4, 2012	12		12
2	2013 Winter Meeting	Feb 22 - 24, 2013	9		9
3	ABC Company Annual Conference	March 7 - 8 2013		4	4
4					0
5					0
6					0
7					0
8					0
Category 1 Subtotal --->			21	4	25

Category 2: Making Presentations at Workshops or Seminars - Speaking/Panelist

	Name of Meeting	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	2012 Technical Meeting - Asphalt	Nov 30 - Dec 4, 2012	3		3
2	ABC Co. Annual Conf (paving methods)	March 8, 2013		1	1
3					0
4					0
Category 2 Subtotal --->			3	1	4

Category 3: Preparation of Articles for Publications (Attach a Copy of Article)

	Name of Article/Publication	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	Newsline Article - building courts	Spring 2012	2		2
2	Repairing Courts - state USTA magazine			1	1
3					0
4					0
Category 3 Subtotal --->			2	1	3

Category 4: Committee or Volunteer Activity

	Name of Committee or Volunteer Activity	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	ASBA Committee involvement	2010, 2011, 2012	3		3
2					0
3					0
4					0
Category 4 Subtotal --->			3	0	3

Category 5: Participation in Research

	Description of Research	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	Surface Testing	Jul-12	2		2
2					0
3					0
Category 5 Subtotal --->			2	0	2

Category 6: Other Activities for Approval of Certification Committee

	Description of Activity	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	Misc ASBA Activity	Sep-12	1		1
2	Demonstrate testing for state USTA	Nov-12		2	2
3					0
Category 6 Subtotal --->			1	2	3

Total Recertification Continuing Education Points --->	ASBA	Non-ASBA	Total
	32	8	40