

Detailed Application Instructions for USLA Certification Programs

The first step is to review the guidelines for the certification program that applies to your agency. You can find the guidelines at www.usla.org/guidelines. Once your agency is ready to apply, you can find links to the appropriate program at www.usla.org/certification. You can pay for the application by credit card or by invoice. In either case, once you have paid or requested an invoice, you can immediately begin the application process online. You can save and return to the application if need be.

1. Pay by credit card

- a. Add item to your cart.
- b. Checkout - Step 1 of 2.
 - The recipient information page – this will automatically load the name and information about the person who logged on. If you need the receipt to print out your agency name rather than your personal name, be sure to change it on this page.
 - Add your credit card information.
 - Proceed to the confirmation page by clicking the box at the bottom left that reads **Proceed to Confirmation**
 - **NOTE:** The email address on this page is where the link for your application download will be sent.
- c. Checkout - Step 2 of 2
 - Verify the information then click **Complete Order** at the bottom left corner.

Pay by check/invoice

- a. Add item to your cart.
 - b. Checkout – Step 1 of 2.
 - Follow the directions for Step 1 of 2 in the instructions listed above.
 - Watch for the **PROMO CODE** - Type the appropriate promotional code inside the box, to the right of the box click **“Update Price/Apply.”**
 - The Lifeguard Agency Certification Program promo code is **“Invoice”**
 - Aquatic Rescue Response Team (ARRT) Certification program code is **“InvoiceARRT”**
 - c. Checkout – Step 2 of 2
 - Once you have completed your agency application, **check the Invoice box** below the signature line.
 - **NOTE:** An invoice will be sent to your agency once you have completed and submitted your application. *Applications will not be processed without full payment.* Disregard any receipt you receive before you complete your application (early receipts will show a total of zero).
2. You will receive an email from **webmaster@usla** to notify you when the electronic item you ordered is ready for download (this is the application download). Click the red link. You will be connected to the Application Introduction page.
 3. The Application Introduction page has two purposes: 1) to welcome you to the certification process and 2) to generate a direct link to your application, to assist you if you need to stop once you started the application process. The direct link will return you back to your agency’s application if you need to stop while filling out the application. After submitting the introduction page, follow the directions to begin the application.
 4. Fill out the application completely. If you skip any questions you will be directed to answer all questions before moving on to the next page. To save the page/data click “Next” at the bottom of the page. Without clicking “Next” the data on the page will not be saved.
 5. Once you have completed the application and uploaded your supporting documents, save and print a copy for your records. **NOTE:** PDF format is required for all uploaded documents.

6. Then click “Submit” and congratulations, your application is submitted. USLA staff will check your application for completeness and conformance with requirements. If there are any areas of concern, you’ll be contacted and asked to provide any further, necessary information. Once this step is complete, your application will be forwarded to a Certification Officer, who will contact you. Once the Certification Officer is satisfied that the application meets USLA requirements, it is forwarded to the National Certification Committee and the USLA Board of Directors for final approval, normally in November or April. If you have questions, please email certification@usla.org or call (866) 367-8752.