



IPTPA Process Document

IPTPA Level I Certification

Create an Account at members.iptpa.com

1. Go to members.iptpa.com
2. Click **Need an Account**
3. Fill in your **Name and Email Address**
4. Create a **Password**
5. Click **Register**

Register for your IPTPA Level I Teach the Teacher Workshop

1. Once in your account, click **Submit Application**
2. Click **Level I Teach the Teacher**
3. Scroll down to the workshop you will attend and click **Register**
4. Fill out the Personal Information Page and click **Next**
5. Fill out the Application Page and click **Submit**
6. Submit payment via Credit Card, Paypal (rif@iptpa.com) or Venmo (@seymour-rifkind)
7. Once your registration is complete you should receive an email congratulating you on your completed registration.

About a week before the workshop, you will receive an email from the IPTPA Master Teaching Professional (MTP) with final details and information you need for the workshop. There is nothing that needs to be done before the workshop once you have registered.

The workshop will be 8 hours long, 4 hours in the classroom and 4 hours on the court.

After Passing the Workshop

1. The MTP will send a list of all instructors that have passed the workshop to IPTPA
2. Within 3 business days, an email will be sent to all instructors that have passed the workshop inviting them to Join IPTPA.
3. To Join IPTPA by paying your annual dues, login to your account at members.iptpa.com.
4. Click the **Join IPTPA** or **PAY FEE** button in the banner at the top of your page
5. Submit payment via credit card, Paypal (rif@iptpa.com) or Venmo (@seymour-rifkind)

Within 3 business days, you will receive an email with a link to attempt the IPTPA Written Exam

For the exam, you should study the most current Pickleball Rules: [USA Pickleball Rulebook - USA Pickleball](#). Also you can study the Training and Overview page on our website at www.iptpa.com: [Training: Overview – IPTPA Pickle Ball Association](#)

Once you have passed the exam, you will be IPTPA Level I Certified



IPTPA Level II Certification

Register for your IPTPA Level II Certification

1. Login to your account at members.iptpa.com
2. Click **Submit Application**
3. Click **Level II Certified Teaching Professional**
4. Fill out the Personal Information Page and click **Next**
5. Fill out the Application and click **Submit**
6. Submit your \$100 payment for the Skills Test via Credit Card, Paypal (rif@iptpa.com), or Venmo (@seymour-rifkind)

Pay for your Observed Lesson

1. Login to your account at members.iptpa.com
2. Once in your account, scroll down to tests and click the **\$100 Pay Button**
3. Submit Payment via Credit Card, Paypal (rif@iptpa.com) or Venmo (@seymour-rifkind)

To prepare for the Skills Test and Observed Lesson, read about them and watch the video on the IPTPA Website at www.iptpa.com. [Certification: Skills Test – IPTPA Pickle Ball Association](#)

[Certification: Observed Teaching Lesson – IPTPA Pickle Ball Association](#)

IPTPA Membership

Once you are a member of IPTPA, you will need to continue to pay your annual dues every year if you want to be listed on our website as a member.

You will receive an automated email from IPTPA 30 days before they are due, 15 days before they are due and the day that they are due.

Paying your IPTPA Annual Dues once you are a member

1. Login to your account at members.iptpa.com
2. Click the **Pay Annual Dues** link
3. Submit Payment via Credit Card, Paypal (rif@iptpa.com), or Venmo (@seymour-rifkind)