

## APT (Reminder: Finish each course)

If the individual's APT isn't matching to their member record, it may be because they have not actually finished all the steps to complete the requirement!

### Follow these steps:

1. To complete the 100% courses:
  - Go to [www.usaswimming.org/apt](http://www.usaswimming.org/apt)
  - Click on the course with 100%
  - Select "2" from the navigation at the bottom of the screen



- Click next and complete the course evaluation
  - Once you have fulfilled the requirement there will be a check mark on the course and you will receive an email congratulating you for completing the Athlete Protection Training.
2. On your LEARN dashboard one or more courses show 75% but not done with the check mark. Here is how to finish.

To complete the 75% courses:

- Go to [www.usaswimming.org/apt](http://www.usaswimming.org/apt)
- Click on the course with 75%
- Select "4" from the navigation at the bottom of the screen (similar to diagram above).
- Watch the video
- Once the video is finished, click next and complete the course evaluation



3. Once you have fulfilled the requirement there will be a check mark on the courses and you will receive an email congratulating you for completing the requirement.

### Additional Tips:

- As a member, you MUST ALWAYS enter LEARN by entering your name and DOB at [www.usaswimming.org/learn](http://www.usaswimming.org/learn) or [www.usaswimming.org/apt](http://www.usaswimming.org/apt). If you make a non-member account on LEARN, *you will not receive credit for the courses you take.*
- This must be taken every year. The first-year members will take a series of three core courses:
  - "Sexual Misconduct Awareness Education"
  - "Mandatory Reporting"
  - "Emotional and Physical Misconduct" Members must take all three to fulfill their APT requirement.
- To renew, members will take a refresher course from the U.S. Center for SafeSport and an elective course from USA Swimming. How do members see when their requirement expires? USA Swimming members can log into their Deck Pass account to view all their membership data.