**Final Steps:**

**Becoming an Administrative Official**

**December 16, 2019**

Congratulations! You have completed the Administrative Official Clinic. While your enthusiasm is high, please complete the few short remaining steps on your road to the world of Swim Officiating.

1. Become an [apprentice member](https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/202-apprentice-official-application-fillable_056337.pdf) of USA Swimming, which gives you 60 days to complete the requirements of becoming a certified USA Swimming Official, without paying a fee.
2. Complete the [LSC official registration](https://www.teamunify.com/team/czwilsc/page/team-registration?event_id=1180325) on the Wisconsin Swimming website.
3. Pass the open book [USA Swimming online test](https://www.usaswimming.org/officials/popular-resources/online-testing) (scroll down the page to “Start/Resume online test) You may complete one apprentice session prior to completing the test.
4. Finish all 2 required apprentice sessions, having your mentor sign your [apprentice card](https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/official-apprentice-card-2020-aug-23-v2_016301.pdf) at the completion of each session.

**The following four steps need to be completed prior to working as a certified official. They may be done in any order.**

* Complete the [Level 2 background check](https://www.usaswimming.org/safe-sport/complete-a-background-check) (not Level 1). Submit screenshot of the payment page for reimbursement to Angela Monty at <mailto:admin@wisconsinswimming.org>.
* Complete the [Athlete Protection training](https://www.usaswimming.org/resource-center/athlete-protection-training).
* Take the [concussion training](https://www.usaswimming.org/officials/concussion-protocol-training) either at CDC or NHFS https://www.usaswimming.org/officials/concussion-protocol-training.
* Become a Non-Athlete member of USA Swimming by completing the [appropriate form](https://www.teamunify.com/team/czwilsc/page/forms/non-athlete-forms) and send it together with a check to Angela Monty, 1907 Cedarhurst Dr. New London, WI 54961-2297. [https://www.teamunify.com/SubTabGeneric.jsp?team=czwilsc&\_stabid\_=187120](about:blank)

Now send your completed apprentice card to the Wisconsin Swimming Officials Committee Chair, [Jacqueline Jugenheimer](mailto:Jacqueline%20Jugenheimer) at [officialschair@wisconsinswimming.org](mailto:officialschair@wisconsinswimming.org) to receive a confirmation that you are now officially a certified USA Swimming Administrative Official Official!

Purchase a Wisconsin Swimming Name tag ([order forms](https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/officials-name-tag-order-form-2020-nov-2_006825.pdf) located here: . Submit for re-imbursement to Wisconsin Swimming Treasurer Angela Monty (1907 Cedarhurst Dr. New London, WI 54961-2297) (or <mailto:admin@wisconsinswimming.org>). If you already purchased it prior to becoming certified, please submit for re-imbursement.

If you are interested in **progressing to AO-L2**, work 3 preliminary sessions at at least 2 different preliminary finals meets.

Enjoy your volunteer commitment to your athlete(s) and the sport of swimming!