**Re-Certification of Official’s Credentials**

Official’s credentials consist of the following components:

* USA Swimming Non-athlete membership
* Athlete protection training (APT)
* Background check
* Deck position certification (stroke and turn judge, administrative official, starter, referee)

USA Swimming non-athlete membership is renewed annually any time after September 1 of each year and is done directly with the Illinois Swimming office via completion of the non-athlete membership form and submission of the annual fee ([form link](https://www.teamunify.com/ilslsc/UserFiles/File/2017%20Application%20-%20Non-athlete.pdf)).

Athlete protection training is done every other year and is valid until December 31 of the following year. This is completed at the USA Swimming website ([link](https://www.usaswimming.org/DesktopDefault.aspx?TabId=2193&Alias=Rainbow&Lang=en)).

A USA Swimming background check is valid for two years with the date determined by when the last background check was completed. You must access the background check by means of the USA Swimming website ([link](http://www.usaswimming.org/DesktopDefault.aspx?TabId=2731&Alias=Rainbow&Lang=en)).

Deck position re-certification is met by the following if you are not a referee:

* Working the required sessions during the calendar year.
  + 10 sessions are required of stroke and turn judges
  + 10 sessions are required of starters
  + 4 sessions are required of administrative officials
* Re-test or attend a re-certification clinic in even numbered years. Certification tests passed since December 1 of the prior year will count as well. The re-certification testing requirements for each certified deck position level are:
  + Stroke and turn judge must complete:
    - Re-Certification – Stroke & Turn/Timer
  + Administrative official must complete:
    - Re-certification – Administrative Official
  + Stroke and turn judge / Administrative official must complete:
    - Re-Certification – Stroke & Turn/Timer and Re-certification – Administrative Official
  + Starter must complete:
    - Re-Certification – Stroke & Turn/Timer and Re-Certification - Starter
  + Starter / Administrative Official must complete:
    - Stroke & Turn/Timer and Re-Certification Starter and Re-certification – Administrative Official OR
    - Re-certification – Referee
* In odd numbered years, as re-certification is based solely on worked sessions, the officials committee will process re-certification for officials based upon ‘system tracked meets’ in the Officials Tracking System (OTS) at the USA Swimming website. NO notification or form is needed from the official.
* In even numbered years, the official will need to complete the re-certification testing form in full (link) after:
  + The re-certification testing requirement has been met (or attendance at a re-certification clinic)  
    AND
  + The worked sessions requirement has been met.
    - Officials should go to the OTS to identify how many sessions have been worked. There will also be periodic emails from the officials committee during the last 4 months of the year indicating what OTS shows for worked sessions.

Deck position re-certification is met by the following if you are a certified referee:

* Working 10 sessions during the calendar year.
* Earn at least 6 continuing education units (CEUs) in the calendar year.
* In even numbered years, take and pass the ‘Re-certification – Referee’ test or attend an ISI sponsored re-certification clinic.
* Complete the referee re-certification form each year (link).