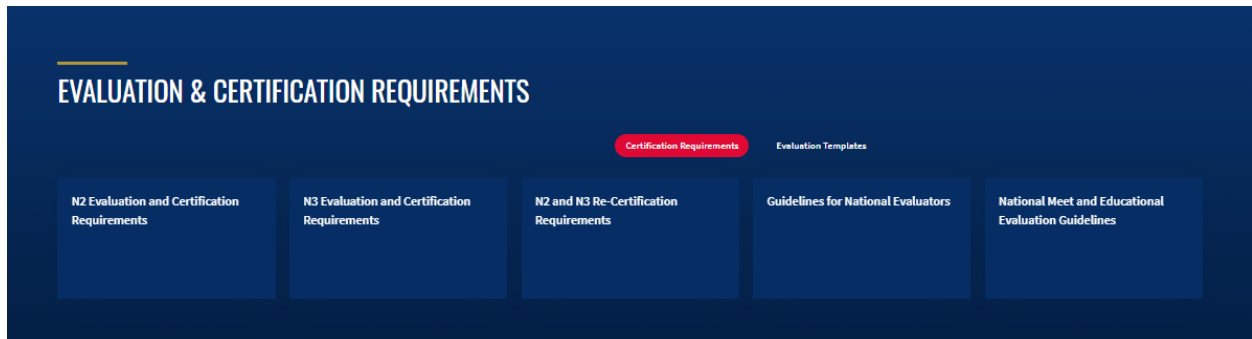


GUIDE ON HOW TO APPLY FOR A NATIONAL CERTIFICATION

Step 1: Make sure you meet the minimum requirements. The requirements for each position can be found at: <https://www.usaswimming.org/officials/national-certification-evaluation>

- Scroll down until you see this header



- Make sure the red highlight is over certifications as (shown above)
- If you meet the requirements, then apply to an Officials Qualifying Meet (OQM)
 - VSI normally has OQM meets at the following meets:
 - SC Age Group Championships
 - SC Senior Championships
 - LC Age Group Championships
 - LC Senior Championships
 - If hosting, Eastern Zone SC Sectionals
 - If hosting, Eastern Zones LC Championships
- The first four above, there is an application posted on Virginia Swimming under Championship Meets tab. The term application can be a misnomer, it is really a method of letting the Meet Referee you are available to work sessions.
- For the last two, the application is posted on the Eastern Zone website at <http://www.easternzoneswimming.org/> Click on the Meets Tab on the header.

Step 2:

Receive your evaluation from your evaluator. Evaluators will not be standing over your shoulder every minute of the meet. They are there to make sure you understand your role, protocols at a Championship Meet, validate your LSC training and answer any questions you may have. They are really mentors who will provide tips, positive and constructive feedback to help you become a better official. Think of National Certification program as the 2nd part of your LSC training.

Step 3:

Once you receive your evaluation **AND** your mentor has sent you an email letting you know it is completed in the Officials Tracking System **AND** your sessions you worked at the OQM meet are logged into OTS, **THEN:**

- Log on to USA Swimming
- Go to Officials Tracking System under the Officials Tab
- Click on VIEW MY HISTORY, then click on Application for National Certification on the menu above YOUR SYSTEM TRACKED MEETS
- You should see a screen like the screenshot below:

APPLY FOR NATIONAL CERTIFICATION:

POSITION	CURRENT LEVEL HELD	EFFECTIVE	EXPIRES	MONTHS AT LEVEL	CERTIFY ME IN THE POSITION(S) SELECTED BELOW:
Stroke & Turn	N3	03/23/2009	12/31/2024	149	<input checked="" type="radio"/> No Change <input type="radio"/> Recertify <input type="radio"/> Advance
Chief Judge	N3	12/14/2015	12/31/2024	68	<input checked="" type="radio"/> No Change <input type="radio"/> Recertify <input type="radio"/> Advance
Starter	N3	04/07/2016	12/31/2024	64	<input checked="" type="radio"/> No Change <input type="radio"/> Recertify <input type="radio"/> Advance
Referee/Deck Referee	N3	12/15/2016	12/31/2024	56	<input checked="" type="radio"/> No Change <input type="radio"/> Recertify <input type="radio"/> Advance
Administrative Referee	N2	05/01/2014	12/31/2024	87	<input checked="" type="radio"/> No Change <input type="radio"/> Recertify <input type="radio"/> Advance
Administrative Official					<input checked="" type="radio"/> No Change <input type="radio"/> Recertify <input type="radio"/> Advance

- Next to the position you were evaluated, click on radio button - Advance (if a new certification) or Recertify (if you requested a recertification in that position)
- Scroll down to Summary of Participation
- You should see a screen like the screenshot below:

SUMMARY OF PARTICIPATION:

[View Meets and Sessions](#)
[View Activities](#)

CERTIFICATION REQUIREMENT	MONTHS INCLUDED	SYSTEM TRACKED # ACHIEVED	MANUALLY ENTERED # ACHIEVED	TOTAL ACHIEVED	REQUIRED TO RE-CERTIFY AT N2/N3	REQUIRED TO ADVANCE TO N2/N3 *
LSC Level Sessions Worked	39	258	0	258	18 OK	12 OK
LSC Level Meets Worked	39	68	0	68	6 OK	4 OK
National Qualifying Sessions Worked	39	68	-	68	12 OK*	8 OK*
National Qualifying Meets Worked	39	10	-	10	3 OK*	2 OK*
National Champ. Sessions Worked	39	10	-	10	-	-
National Champ. Meets Worked ***	39	1	-	1	-	-
National Champ. Meets Worked - Long Term	66	2	-	2	---	---
Learning Activities	18	10	0	10	1 OK	1 OK
Teaching and Mentoring Activities	18	21	1	22	1 OK	1 OK

- If your evaluation was for advancement look under the column labeled Required to Advance to N2/N3 there should be a green OK on the line that corresponds to the evaluated position.

- If our evaluation was for Recertification, look under the column labeled Required to Re-Certify to N2/N3 and there should be a green OK on the line that corresponds to the evaluated position.
- If there are any issues, errors, please contact your evaluator, District Chair or Officials Chair
- Scroll down to the next area and click on Confirm, then click on Submit for Certification. You only need to hit the submit for certification button once. **Hitting it more than once will put you at the bottom of the reviewer's pile.**

* Only one (1) meet of four (4) sessions required to advance to N2 ST or N2 SR
 *** If advancing to N3 Chief Judge, Starter, Deck Referee, Admin Referee, attendance at 1 championship meet in last 5 years is required.


Confirm:
☐ I certify that I have read, and am familiar with, the applicable sections of the current version of the USA Swimming Rule Book.

SUBMIT FOR CERTIFICATION	SAVE FOR SUBMITTING LATER	CANCEL
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- In about 7-10 later, you should receive an email notifying you of your advancement.

Step 4: This step is optional but appreciated. Feedback is important to the program.

- Go back to the National Certification and Evaluation main page, under the Officials Tab
- Scroll down to the bottom of the page until you see



EVALUATE THE MENTOR/EVALUATOR

We appreciate your taking the time to complete this short survey on the evaluation process. As we receive feedback on your experiences with the evaluation process, we can continue to improve it. Please be assured your identity is anonymous when completing this survey.

START THE SURVEY

- Click start the survey. As Evaluators, we do not see the results of your survey. This information is sent to the National Officials Committee for feedback on the process so they can tailor training sessions to make the Evaluation process even better!

That's it, you are done!