

National Certifications

Interim Information and Process

Updated 5/25/2023

The goal of the National Certification working group is to support all officials completing their educational pathways. Please be mindful that the working group is comprised of volunteers giving immensely of their time. They are trained in the process and are very experienced officials. However, as with any alternative method there are unexpected glitches. Please be patient and courteous as we work together to process certifications.

Your National Certification team:

Peter LaGow, Phil Lakota, Lisa Olack, Rich McMillen, Lisa Vetterlein, and Marianne Walling

Part I – Advancement and Recertification Information, and Application

Why are my National Certifications not showing up in MY OFFICIAL HISTORY or do not have the correct expiration date?

National certifications have been migrated from the old OTS system, but show the pre-9-1-2022 information. The information will not change until OTS is developed further.

How do I know when my National Certifications expire?

An updated monthly report will be posted on the [National Certification](#) page of USA Swimming. The original report included current officials through mid-August and updates through the end of August.

Is this a permanent process?

No. All items will eventually be back in OTS. The process and timing will be reevaluated regularly as OTS is developed.

How long will it take to process the applications?

Reports will be generated monthly and posted. The process is more labor intensive than in the past, and will require more research time per applicant. If after two months the application status has not been updated or an email received, reach out to your LSC Officials Chair.

The goal is to notify officials ONLY IF advancement or recertification is denied.

What about the required activities?

Since this will be one of the last items developed in OTS, this requirement is being waived throughout this manual process period. Once the information can be entered into OTS, the requirement will be reinstated.

Officials should track their activity history manually for entry into OTS once the activity component is developed.

Are there any other (re)certification or advancement requirements changes?

No. All other aspects, session types, timeframes, evaluations, etc. all remain the same.

How do I request advancement or recertification?

At the bottom of this section there is a link to apply. Complete the information. You **MUST** be a member in good standing. A receipt of your application will be emailed to you from Google Forms.

Before submitting, please refer to the Application Review Schedule on page 3 of this document. Request all positions that are allowed based on the evaluation you received.

- Admin Referee evaluation – recertifies AR, DR, ST
- Deck Referee evaluation – recertifies DR, CJ, ST
- Starter evaluation – recertifies SR, ST
- Chief Judge evaluation – recertifies CJ, ST
- Stroke and Turn or Admin Official evaluation only recertifies that position

IMPORTANT

Meet history stored in the previous OTS database is now available, However, it is not always possible to determine how many sessions in each position an official worked at a given meet. USA Swimming is working on further development to resolve this issue.

Additional information may be requested/needed by a member of the National Certification working group in decision making on each application. The member will email you.

The working group has a tremendous task before them, and cooperation by all will help the process.

How do I know if my recent evaluation was submitted by my mentor?

Once you receive your evaluation, ask your mentor if the evaluation was submitted for storage based on the OQM approval letter. This is very important, as it is the only way reviewers will have access to evaluations completed after September 1. *This must be done by the mentor.*

Keep a copy of your evaluation. Your mentor should also be keeping a copy for entry into OTS at a later time.

APPLICATION REVIEW SCHEDULE

To assist in the anticipated backlog of advancements, and working group's workload the following certification extension and schedule has been implemented.

Certifications with expiration dates of 12/31/2022 and 6/30/2023

All certifications expiring within this time frame have been moved to 12/31/2023. This extension only impacts expiration dates, **not** the requirements for advancement or recertification.

thru May 2023

During this period the working group will prioritize advancements applications.

Recertification applications will be processed after advancement applications have been completed. Responses to recertification applications may be delayed beyond the two-month waiting period.

starting June 2023

All applications for recertification and advancement will be reviewed.

APPLY HERE

[National Certification Application Link](#)

Part II - Assisting Mentors with Vetting

Some LSC meet history and evaluations are now available upon request to assist with vetting mentees. Only the LSCs listed have reports available: AK, AM, CO, CT, FG, FL, GA, GU, HI, IA, IE, IL, IN, KY, LA, LE, MA, MD, MI, MN, MS, MV, ND, NE, NI, NM, NT, OH, OK, OR, PC, PN, PV, SC, SN, UT, VA, WI, WY, WV

In addition, officials may take screenshots of their meet history. Determining how many sessions in a particular position at a meet may be a challenge pre-9-1-2022.

Based on the Zone where the OQM will be held, please reach out to Lisa Vetterlein or Lisa Olack, 1.5- 2 weeks in advance of the meet. Send a list of officials and the OQM number for the meet where you are mentoring. **DO NOT WAIT UNTIL THE LAST MINUTE.**

[Lisa Vetterlein](#) – Central and Western Zones

[Lisa Olack](#) – Eastern and Southern Zones

Questions?? - [Marianne Walling](#)