

# THE PROFESSIONAL ADMINISTRATIVE OFFICIAL

## N2 Certification and Recertification Requirements

### N2 EVALUATION and NATIONAL CERTIFICATION

#### N2 EVALUATION REQUIREMENTS

- Must be certified by the LSC in the position requested.
- Must have worked 16 sessions, as recorded in OTS, at USA Swimming **sanctioned** meets, in that position once certified by the LSC prior to requesting evaluation.
  - All 16 sessions must be at meets with some “check-in” events and at least 8 of those sessions must have been at preliminary/final meets with scratching from finals procedures.
  - Time Trials and manually recorded sessions/meets will not count towards this requirement.
- Request evaluation at an Official’s Qualifying Meet (OQM).
- Must work minimum of 4 sessions at that meet.
- Must be evaluated over 3 sessions in that position at that meet.
- Must have worked at least 8 sessions as recorded in OTS in the same position before requesting a re-evaluation.
- An N2 AO will convert to an N2 AR once the official receives an N2 DR or is certified as a LSC Administrative Referee and LSC Deck Referee and an N2 Stroke & Turn, as well as the requirements associated with these certifications (logging an activity session). An additional evaluation is not required.

#### N2 CERTIFICATION REQUIREMENTS

- Must have received a satisfactory N2 evaluation in that position.
- Must have one learning activity recorded in OTS in the last 18 months recorded in OTS.
  - Manually recorded activities in OTS will count towards the Teaching and Learning requirements.
- Must apply online for National Certification approval.
- LSC participation is required, verified after application by your LSC Officials Chair.

#### N2 RECERTIFICATION REQUIREMENTS

- Must maintain LSC Certification and participate in LSC meets, verified by LSC Official’s Chair.
- Recertification evaluation may only be requested within 18 months of position certification expiration.
- Must work minimum of 4 sessions at an Official’s Qualifying Meet (OQM), evaluated over 2 sessions at that meet.
- Must have worked at 3 LSC Championships, Zones, Sectionals, Futures or OQM, minimum of 4 sessions each (only one may be a USA Swimming National Championship meet), in the prior 3 years, in any position.
- Must have at least one learning activity and one teaching activity in the last 18 months, recorded in OTS.
  - Activity examples include: Clinic, Deck Instruction (mentoring), Swimposium, Officials Committee Meeting
  - Manually recorded activities in OTS will count towards requirements.
- Administrative Official certification and recertification evaluations may be used for recertification of Administrative Official only
- Any advancement or recertification evaluation may be used for recertification for up to 3 years

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### APPLYING FOR N2 (RE) CERTIFICATION

Candidates are responsible for applying for advancement or recertification online through OTS. Candidates should ensure that all requirements as listed below are fulfilled prior to submitting an application.

- If evaluation/recertification evaluation is satisfactory and in OTS
- All other activity, meet/session and LSC participation requirements are met
- Submit a “National Certification Application” using the Officials Tracking System
  - If recertifying and not advancing in another position, must be within 18 months of certification expiration
- Select **all** positions for which certification/recertification evaluations are valid, within past 3 years
- Process may take up to 2 weeks before credentials reflect changes

### AO to AR CONVERSION

- Wet-side experience is required to convert an AO to AR.
- An N2 AO will convert to an N2 AR once the official is:
  - an N2 DR
  - or is certified as a LSC Administrative Referee and LSC Deck Referee and N2 Stroke & Turn
  - and has met the requirements associated with these certifications
- An additional evaluation is not required
- To convert, LSC OC should email the chair of the OTS sub- committee with the request

### REINSTATEMENT OF EXPIRED N2 CERTIFICATION

- Expired certifications of less than 3 years: complete the **recertification** requirement for that position.
- Expired certifications exceeding 3 years: complete the **certification requirements and evaluation** for the expired position.

### N3 EVALUATION and NATIONAL CERTIFICATION

#### N3 CERTIFICATION

- Administrative Official path does not have an equivalent N3 position.