



Administrative Official Checklist

Prerequisite(s)

Must be a *minimum* of 18 years of age

Step 1: Registration

- ☐ Create a [USA Swimming account](#) and register as a non-athlete official member

Step 2: Education & Training

- ☐ Complete online, video-based modules through USA Swimming University
 1. [Foundations of Officiating](#) (30 minutes)
 2. [Administrative Official Certification Course](#) with a *minimum* passing score of 80% (90 minutes)
- ☐ Complete [USA Swimming Level 2 Background Check](#) (BGC)
The required form is found in your USA Swimming account under the Education tab.
- ☐ Complete USA Swimming Athlete Protection Training (APT)
The required course is found in your USA Swimming account under the Education tab.
- ☐ Complete Concussion Protocol Training
Courses from the Center for Disease Control and Prevention (CDC) will satisfy the USA Swimming requirement.

Step 3: Approval by Officials Committee

- ☐ Complete [Request for Certification & Advancement](#)
*Please note that approval from the Officials Committee is **required** prior to moving to Step 4: Apprentice*

Step 4: Apprentice

- ☐ Complete [On-Deck Training Sessions](#) shadowing certified official(s)
Session Requirements:
 - *minimum* of four (4) sessions over two (2) meets with a Trainer(s)
 - sessions must include strokes and/or relays
 - time trials and freestyle only sessions shall *not* count toward these requirements
 - only USA/MI Swimming sanctioned and/or approved meets may be used for certification

Step 5: Certification

- ☐ Submit [MI Swimming Application for Certification](#)
Must complete certification within one (1) year from month of completed clinic