

**Initial Certification**

**Administrative Official - 3 Year Certification Cycle**

<b>Min. Age</b>	18
<b>USA Swimming Membership</b>	Yes
<b>Prerequisite</b>	2 Sessions on Colorado AND 2 Sessions on (Hytec) Computer
<b>Attend Clinic</b>	Yes
<b>Apprenticeship Requirements</b>	2 "On Deck" Sessions at Administrative Official
<b>Test - Min. Grade</b>	Timer, Clerk of Course, Timing Judge, and Certification - Administrative Official, 85% on all tests.
<b>Time Limit to Certify</b>	<i>Non-member Apprentice Official:</i> Clinic is followed by a 60 day window to complete apprentice sessions. Online test can be done before the clinic or during the window <i>USA Swimming member:</i> One year after attending clinic or completing test, whichever is done first, to complete all certification requirements.

**Stroke and Turn - 3 Year Certification Cycle**

<b>Min. Age</b>	18
<b>USA Swimming Membership</b>	Yes
<b>Prior Certification</b>	None
<b>Attend Clinic</b>	Yes
<b>Apprenticeship Requirements</b>	Four "On Deck" sessions
<b>Test - Min. Grade</b>	Certification - Stroke and Turn/Timer - 85%
<b>Time Limit to Certify</b>	<i>Non-member Apprentice Official:</i> Clinic is followed by a 60 day window to complete apprentice sessions. Online test can be done before the clinic or during the window. <i>USA Swimming member:</i> Up to one year. 6 months after attending clinic to complete the tests, then 6 months to complete Apprentice Deck Sessions.

**Starter - 3 Year Certification Cycle**

<b>Min. Age</b>	18
<b>USA Swimming Membership</b>	Yes
<b>Prior Certification</b>	Stroke & Turn for 1 Year
<b>Prerequisite</b>	20 Sessions at Stroke and Turn, work with at least 3 different Referees. 8 sessions must be away from your own team's referee/pool , and 4 session must be at a prelim/final format meet.
<b>Attend Clinic</b>	Yes
<b>Apprenticeship Requirements</b>	A minimum of 5 "On Deck" sessions. Two letters of recommendation, one must be from a Referee or Starter not on your team.
<b>Test - Min. Grade</b>	Recertification - Stroke and Turn/Timer, Clerk of Course, Timing Judge, Certification - Starter, 85% on all tests.
<b>Time Limit to Certify</b>	Up to one year. 6 months after attending clinic to complete the tests, then 6 months to complete Apprentice Requirements.

**Referee - 3 Year Certification Cycle**

<b>Min. Age</b>	21
<b>USA Swimming Membership</b>	Yes
<b>Prior Certification</b>	Starter for 1 year
<b>Prerequisite</b>	20 Sessions after becoming a Starter, 16 at the Starter Position. Work with at least 3 different Referees. 8 sessions must be away from your own team's referee/pool.
<b>Attend Clinic</b>	Yes
<b>Apprenticeship Requirements</b>	A minimum of 6 "On Deck" sessions. Two letters of recommendation, one must be from a referee not on your team.
<b>Test - Min. Grade</b>	Recertification - Stroke and Turn/Timer, Clerk of Course, Timing Judge, Re-Certification - Starter, Certification - Referee, Certification - Administrative Referee, 85% on all tests.
<b>Time Limit to Certify</b>	Up to one year. 6 months after attending clinic to complete the tests, then 6 months to complete Apprentice Requirements.

## Recertification

### Administrative Official - 3 Year Certification Cycle

<b>USA Swimming Membership</b>	Yes
<b>Prior Certification</b>	Administrative Official
<b>Attend Clinic</b>	Yes
<b>On Deck Sessions</b>	Must have worked four sessions per year. At least two sessions must be as an Administrative Official. The remaining may be at either of the following positions: Timing System Operator, or Meet Management Software Operator.
<b>Test - Min. Grade</b>	Re-certification - Administrative Official, 80%
<b>Time Limit to Certify</b>	6 month window to attend clinic and complete test prior to certification expiration.

### Stroke and Turn- 3 Year Certification Cycle

<b>USA Swimming Membership</b>	Yes
<b>Prior Certification</b>	Stroke & Turn
<b>Attend Clinic</b>	Yes
<b>On Deck Sessions</b>	Must have worked four sessions per year.
<b>Test - Min. Grade</b>	Re-certification - Stroke and Turn, 85%
<b>Time Limit to Certify</b>	6 month window to attend clinic and complete test prior to certification expiration.

### Starter - 3 Year Certification Cycle

<b>USA Swimming Membership</b>	Yes
<b>Prior Certification</b>	Starter
<b>Attend Clinic</b>	Yes
<b>On Deck Sessions</b>	Must have worked six sessions per year with at least four sessions as Starter.
<b>Test - Min. Grade</b>	Re-certification - Starter, 85%
<b>Time Limit to Certify</b>	6 month window to attend clinic and complete tests prior to certification expiration.

Referee - 3 Year Certification Cycle

<b>USA Swimming Membership</b>	Yes
<b>Prior Certification</b>	Referee
<b>Attend Clinic</b>	Yes
<b>On Deck Sessions</b>	Must have worked six sessions per year with at least four sessions as Referee, 1 at Stroke and Turn and 1 at Starter. Must also work 2 sessions at a Prelim/Final format meet <i>per Certification Cycle</i> .
<b>Test - Min. Grade</b>	Re-certification - Referee, 85%
<b>Time Limit to Certify</b>	6 month window to attend clinic and complete tests prior to certification expiration.

**Note:** In exceptional circumstances, the Officials Chair reserves the right to modify prior certification requirements. These situations will be handled on a case by case basis.