

Administrative Official Certification

Administrative Official Certification Requirements

Prerequisites (need to be completed before you can begin on deck training):

- Age - 18 years or older
- Register as a USA Swimming member as an official (not parent) via USA Swimming website

Certification Requirements (preferably completed within one year of clinic attendance):

- Complete USA Swimming requirements to be in good standing.
 - Complete Background Check
 - Complete Athlete Protection Training
 - Complete Concussion Protocol Training
- Complete an Administrative Official Clinic
- Pass the [USA Swimming Administrative Official Certification Test](#)
- Minimum of four apprentice sessions at sanctioned or approved meets
 - At least two different meets
 - Completion of AMS Training Form after each session affirming satisfactory performance
 - Evaluation Session may be done any time after the 3rd apprentice session ([Evaluator List](#)). **Evaluation session should be at a meet using automatic timing (touchpads).**
 - Note that if evaluation is not successful, the evaluator must submit to the apprentice a written action plan within two weeks and copy the Officials Chair.
- [Evaluation Readiness Request Form](#) may be submitted any time after the 3rd apprentice session. If approved, you will become certified immediately upon successful completion of any outstanding requirements and evaluation.
- Complete certification within one year of clinic.
- After successful completion of evaluation, submit the [Certification Request Form](#).
- Certification: good until the Dec 31, 2026.

Administrative Official Recertification Requirements

- Continue to be a USA Swimming Official in good standing (current registration, APT and BC)
- Recertify as a Referee (if referee certified)
- If certifying only for Administrative Official
 - Session requirement: at least three sessions within three years as an Administrative Official, Timing System Operator, or Computer Operator.
 - Clinic requirement: Administrative Official Clinic at least once every three years
 - Test requirement: Pass the [USA Swimming Administrative Official Recertification Test](#)
- Submit the online [Officials Recertification Request Form](#)
- Recertification extends your certification for until Dec 31, 2026.