

# THE PROFESSIONAL CHIEF JUDGE

## N2 and N3 Certification and Recertification Requirements

### N2 EVALUATION and NATIONAL CERTIFICATION

#### N2 EVALUATION REQUIREMENTS

- Must be an N2 Stroke and Turn and either an LSC Deck Referee or LSC Chief Judge (if LSC has a CJ certification).
- Must have worked a combined 16 sessions as Chief Judge or Stroke and Turn, once certified by the LSC and as recorded in OTS at USA Swimming **sanctioned** meets, prior to requesting evaluation
  - At least 8 of those sessions as a Chief Judge at meets with a dedicated CJ team with pre-meet, meeting, session and post session responsibilities.
    - Dedicated CJ teams are those at invites approaching Sectional protocols or prelim/final meets, have a minimum of 2 CJs per pool (may include TLCJ), have a TLCJ that is consistent, and CJ(s) completing pre-evaluation session requirements work a minimum of 3 sessions as a CJ at the meet.
    - Only dedicated CJ team sessions apply toward the 8 CJ session requirements.
  - 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.

#### N2 CERTIFICATION REQUIREMENTS

- Must have received a satisfactory N2 evaluation in that position.
- Must have one Teaching Activity and one Learning Activity, both 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 teaching and one learning 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.
- Chief Judge certification and recertification evaluations may be used to recertify Chief Judge and Stroke & Turn

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## N2 and N3 Certification and Recertification Requirements

- Any advancement or recertification evaluation may be used for recertification for up to 3 years
  - A satisfactory N3i evaluation may be used to recertify N2

### APPLYING FOR N2 (RE) CERTIFICATION

Candidates are responsible for applying for advancement or recertification 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

### 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 evaluations** for the expired position
  - i.e., to recertify for N2 Chief Judge; must meet certification requirements and evaluations for Stroke & Turn and Chief Judge.

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## N2 and N3 Certification and Recertification Requirements

### N3 EVALUATION and NATIONAL CERTIFICATION

#### N3 INITIAL & FINAL EVALUATION REQUIREMENTS

- Must be certified as N2 in the position requested.
- Must be certified N3 Stroke & Turn prior to requesting N3 evaluation for Chief Judge.
- Must have worked at least 8 sessions\*, as recorded in OTS, at USA Swimming **sanctioned** meets since reaching N2 certification in the CJ position prior to requesting an N3i evaluation.
  - Chief Judge pre-evaluation sessions must be completed on a dedicated CJ team at invites approaching Sectional protocols or prelim/final meets, have a minimum of 2 CJs per pool (may include TLCJ), have a TLCJ that is consistent, and CJ(s) completing pre-evaluation session requirements work a minimum of 3 sessions as a CJ at the meet.
  - Only dedicated CJ team sessions apply toward the 8 CJ session requirements.
  - Manually recorded meets/sessions will not count towards this requirement.
- Request evaluation at an Official's Qualifying Meet.
- Must be evaluated over a minimum 4 sessions in that position at that meet.
- Chief Judge requires 2 satisfactory evaluations (one initial and one final) from 2 different evaluators at 2 different Official's Qualifying Meets (OQMs).
- Must have worked at least 8 sessions\* at USA Swimming **sanctioned** meets in the position between initial and final evaluations.
  - Manually recorded meets/sessions will not count towards this requirement.
- A satisfactory final evaluation must be completed within 3 years of the satisfactory initial evaluation.
- CJ sessions for N3 initial (N3i) or N3 final (N3f) evaluation must be completed on a dedicated CJ team with a minimum of 2 CJs per pool, **plus** a consistent TLCJ, and the evaluated CJ(s) are the same for a minimum of 4 sessions.
- Must have worked at least 8 sessions as recorded in OTS in the same position before requesting a re-evaluation.

*\*Sessions should be completed at invites approaching Sectional meet protocol or prelim/final meets.*

#### N3 CERTIFICATION REQUIREMENTS

- Must have satisfactory initial (N3i) and final (N3f) evaluations for N3 certification.
  - An N3i evaluation is not a certification level, but an initial step in a two-part process.
- Must maintain LSC certification and participate in LSC meets, verified by your LSC Official's Chair
  - Must have worked at 2 LSC Championships, Zones, Sectionals, Futures or OQMs, minimum of 4 sessions each, in the 2 years prior to application, , in any position.
- Must have at least one teaching and one learning 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 the Teaching and Learning requirements.
- Within the 3 years prior to application, must have received a satisfactory N3 final evaluation
- Within the 5 years prior to application, must have worked as an N3 official in any position at one or more

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## N2 and N3 Certification and Recertification Requirements

USA Swimming National Championship\*\* level meets

- Must apply online for National Certification approval.
  - Application cannot be made until one year after being initially certified as a N2 Chief Judge.

*\*\*National Championship level meets include Pro Series, Junior National, Senior National, US Open, and Trials class meets.*

### N3 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 teaching and one learning 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.
- Chief Judge certification and recertification evaluations may be used to recertify Chief Judge and Stroke & Turn
- Any advancement or recertification evaluation may be used for recertification for up to 3 years

### APPLYING FOR N3 (RE)CERTIFICATION

**Candidates are responsible for applying for advancement or recertification 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
  - For a new N3 must have an N3i and N3f evaluation
  - Within the 3 years prior to application, must have received a satisfactory N3 final evaluation in the desired position
  - Within the 5 years prior to application, must have worked as an N3 official in any position at one or more USA Swimming National Championship\*\* level meets
- All other activity, meet/session and LSC participation requirements are met
- Submit a "National Certification Application" using the Officials Tracking System
  - If advancing must have at least one year since advancing to N2 certification in the position
  - 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

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## N2 and N3 Certification and Recertification Requirements

### REINSTATEMENT OF EXPIRED N3 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 evaluations** for the expired position
  - i.e., to recertify for N3 Chief Judge; must meet certification requirements and evaluations for Stroke & Turn and Chief Judge.