

All items need to be completed within one (1) calendar year.

☐ **STEP #1 - Create a USA Swimming Login Account**

1. If you have a PARENT ACCOUNT, use that account. DO NOT create a new one and skip to Register for Membership with USA Swimming.
2. Go to [usaswimming.org](https://usaswimming.org).
3. Click on "LOGIN" (top right-hand of page).
4. Click on CREAT A LOGIN.
5. Select your user ID/password for your new USAS account.
6. Follow the instructions and complete account setup.

☐ **STEP #2 - Register for Membership with USA Swimming**

*Must be completed before you work at a meet as an apprentice official.*

1. Click on the KY/Unattached online membership registration link below  
<https://omr.usaswimming.org/omr/welcome/D848105FDCBC43>
2. Login
3. The next screen will refer to KY-Unattached (this is correct)
4. Select  
REGISTER MEMBER  
THIS MEMBERSHIP IS FOR MYSELF
5. Membership Role: Check the box for "APPRENTICE OFFICIAL".
6. Apprentices are allowed a 60-day free membership.

☐ **Complete a Background Check (BGC)**

1. You have 60 days to complete the BGC on the [usaswimming.org](https://usaswimming.org) website. After this time, you will not be able to apprentice until after the Background Check has been completed.
2. You must have completed Step #1 to initiate a BGC.
3. Login to [usaswimming.org](https://usaswimming.org).
4. Click on the EDUCATION link (navy ribbon)
5. Select COURSE CATALOG
6. Scroll down the page and find BACKGROUND CHECK
7. Click on VIEW INFO - START
8. There is a \$38 fee to complete the Background Check.

☐ **Complete Athlete Protection Training (APT)**

1. You have 60 days to complete the APT through your USAS login account at [usaswimming.org](https://usaswimming.org).  
After this time, you will not be able to apprentice until after the APT has been completed.
2. Please create your account AND register as an APPRENTICE OFFICIAL before taking the APT.
3. Login to [usaswimming.org](https://usaswimming.org).
4. Click on the EDUCATION link (navy ribbon)
5. Select COURSE CATALOG
6. Scroll down the page and find ATHLETE PROTECTION TRAINING
7. Click on VIEW INFO - START

8. Complete the course

☐ **Complete Concussion Protocol Training**

1. You MUST 1) create a USAS login account and 2) REGISTER as an Apprentice Official before taking the course
2. Concussion Protocol is a course taken outside the USAS Education portal.
3. Use the link here to access the course: <https://www.cdc.gov/heads-up/training/>
4. When the course is completed, you will receive a certificate.
5. Forward a copy of the certificate to [kyswim@kylsc.org](mailto:kyswim@kylsc.org).

☐ **Complete the Officials online training courses**

1. Login at [usaswimming.org](http://usaswimming.org).
2. Click on the EDUCATION link
3. Select COURSE CATALOG
4. Click on the OFFICIALS button
5. Click on the CERTIFICATION button
6. Take two courses specific to the certification you are working to obtain:
  - STROKE & TURN OFFICIAL  
Take “FOUNDATIONS OF OFFICIATING” and “STROKE and TURN CERTIFICATION”
  - ADMINISTRATIVE OFFICIAL  
take “FOUNDATIONS OF OFFICIATING” and “ADMINISTRATIVE OFFICIAL CERTIFICATION”
7. When you finish the exam, take a screen shot of the score and email it to the New Officials Coordinator listed below.

☐ **Apprentice 4 sessions**

Make sure you’ve registered with USA Swimming (Step #2) before starting this step.

1. Wear white top, khaki bottoms, white shoes
2. Print an Apprentice Verification – see links below or go to [kylsc.org](http://kylsc.org)  
Officials > Officials Meet Forms
  - Stroke and Turn—print “[Apprentice Verification Form ST](#)”
  - Administrative Official—print “[Apprentice Verification form TJ](#)”
3. Inform the Meet Referee of your intention to apprentice, contact info is in the meet information for the meet you wish to work is on KY Swimming’s website meet page.
4. Arrive 60 minutes prior to each session and attend the officials’ meeting – Be sure to SIGN IN
5. MUST have Apprentice Verification form filled out by your mentor official for each session
6. Apprentice with various ages/levels of swimmers to gain a variety of experience
7. Submit your completed Apprentice Verification Form to KY Swimming’s New Officials Coordinator. Contact info is below.

Prior to expiration of the 60-day period, you must become a full member (\$78 paid registration) to continue progressing toward certification.

1. Login to your USAS account
2. Click on the General Info link
3. Select UPGRADE
4. Membership Role: check the box for “NON-ATHLETE OFFICIAL”.

5. After payment, click on the transfer button and request a transfer to your club.
6. You CANNOT upgrade if you are past the 60-day apprentice period.  
If you cannot upgrade, contact the KY Swimming office for a new registration link, [kyswim@kylsc.org](mailto:kyswim@kylsc.org). Please note the club you will represent in your email.

Once all the steps above are completed and your certification has been processed by KY Swimming, you will receive a name tag and further instructions regarding the credentials you'll need to present when working at swim meets.

*Officiating Points of Contact for Assistance*

Club Lead Official:

KYLSC New Official's Coordinator: Becky Gilpatrick—[becky.jo.gil@gmail.com](mailto:becky.jo.gil@gmail.com)

KYLSC Officials Chair: Jason Brown—[kylscoc@gmail.com](mailto:kylscoc@gmail.com) - 502-428-6041