

VSI Officials' Recertification Process

The following guidelines are based on the USA Swimming *Officials Certification Standards* (v. April 2024). Should questions arise, the standards are the final authority.

Recertifications are for a 3-year period and renew as per the following examples:

- Certifications expiring December 31, 2024, will be renewed through December 31, 2027
- Certifications expiring June 30, 2025, will be renewed through June 30, 2028
- Certifications expiring December 31, 2025, will be renewed through December 31, 2028

Certifications will be renewed if all testing, clinic, and session requirements have been met, even if USA-S membership has not been renewed for the coming year (if membership is not renewed, the individual is not allowed on deck, even if their official's certifications are current).

Testing and clinic requirements are required at the highest level of certification held. Testing and clinics will be considered current if they are passed/attended within the 12-month period preceding the current certification expiration date (ex. no earlier than January 1, 2024, for an expiration date of December 31, 2024; no earlier than July 1, 2024, for an expiration date of June 30, 2025).

Satisfactory performance in each position is required for recertification

Clinic and Testing Requirements for Recertification	
Positions	Clinic and Testing Requirements
AO	AO Certification Course [certification course with included assessment test]
AO, ST AO, ST, CJ	AO Certification Course [certification course with included assessment test] and ST Certification Course [certification course with included assessment test]
AO, ST, SR AO, ST, CJ, SR	AO Certification Course [certification course with included assessment test] and SR Certification Course [certification course with included assessment test]
AO, ST, SR, REF AO, ST, CJ, SR, REF	VSI Referee Clinic and Referee Recertification Test
ST ST, CJ	ST Certification Course [certification course with included assessment test]
ST, SR ST, CJ, SR	SR Certification Course [certification course with included assessment test]
ST, SR, REF ST, CJ, SR, REF	VSI Referee Clinic and Referee Recertification Test

Session Requirements for Recertification	
Positions	Required Qualified Recertification Sessions*
AO	8 sessions within a 3-year period as an AO or as entry/registration, clerk of course, timing equipment operator, scoring personnel, other administrative personnel [recertifies AO]
ST	8 sessions within a 3-year period at a minimum of 2 meets in ST or a higher capacity [recertifies ST]
CJ	16 sessions within a 3-year period, with at least 8 sessions as a CJ or REF [recertifies CJ and ST]
SR	8 sessions within a 3-year period as a SR [recertifies SR and ST]
REF	16 sessions within a 3-year period, with at least 8 sessions in any REF position [recertifies REF, AO, SR, CJ, and ST]

* **Qualified Recertification Session:** Qualified Recertification Sessions are Sessions officiated by certified officials which count towards the Recertification requirements listed in the *Officials Certification Standards* document. In order for a Session to count as a Qualified Recertification Session, it must meet the following criteria: 1) the Session must include strokes and/or relays; 2) the Session must not be a Time Trial; 3) the Session must not contain only freestyle events, even if including both individual freestyle events and freestyle relays; 4) the Session must occur at a meet which is either a Sanctioned USA Swimming meet, a YMCA meet for which an LSC has issued an approval (as defined in USA Swimming Rule 202.6), or, for no more than 25% of any official's total required Qualified Recertification Sessions, an NCAA National or Conference Championship meet.