

# 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 sessions as Chief Judge must be completed.
    - The **majority** of the 8 N2 CJ pre-evaluation sessions must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities
      - at prelim/final meets where a minimum of 3 sessions are worked as a CJ
      - where there is a minimum of 2 CJs per pool (may include TLCJ)
      - where there is a TLCJ that is consistent
    - A **maximum** of 3 sessions may be counted towards the 8 pre-evaluation sessions at meets not fulfilling the above dedicated team requirement
    - Time Trials and 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 and serve on a dedicated CJ team.
- 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 &

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## N2 and N3 Certification and Recertification Requirements

Turn

- 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.
  - The **majority** of the required 8 N3i pre-evaluation Chief Judge sessions-must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities
    - at prelim/final meets where a minimum of 3 sessions are worked as a CJ
    - where there is a minimum of 2 CJs per pool (may include TLCJ)
    - where there is a TLCJ that is consistent
  - A **maximum** of 3 sessions may be counted towards the 8 N3i pre-evaluation sessions at meets not fulfilling the above dedicated team requirement
  - Time Trials and 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.
  - The **majority** of required 8 N3f pre-evaluation Chief Judge sessions-must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities
    - at prelim/final meets where a minimum of 3 sessions are worked as a CJ
    - where there is a minimum of 2 CJs per pool (include TLCJ)
    - where there is a TLCJ that is consistent
  - A **maximum** of 3 sessions may be counted towards the 8 N3f pre-evaluation sessions at meets not fulfilling the above dedicated team requirement
  - Time Trials and 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
  - 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.

#### 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.

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## N2 and N3 Certification and Recertification Requirements

- 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 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

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## N2 and N3 Certification and Recertification Requirements

- 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

### 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.