



### **Certification Requirements and Procedures for New Swimming officials**

1. **Attend a Stroke & Turn Officials Clinic for NEW officials.** (Only after you complete the next step can the instructor give you credit online for attending the clinic.)
2. **Join USA Swimming/Connecticut Swimming at [ctswim.org](http://ctswim.org).**
  - a. Go to [ctswim.org](http://ctswim.org) and select “Registration”
  - b. Select “NON-ATHLETE REGISTRATION”
  - c. In the first sentence, click “online”
  - d. On the next page, at the bottom, click on “Click Here” to register and pay online
  - e. Complete the application. Be sure to check “Official.” Select “Submit”
  - f. Select “Make a credit card payment”
  - g. Choose “Membership and Registration”
  - h. Select “Non-Athlete and Coach Registration” or ‘Non-Athlete FAMILY Membership”
  - i. Complete the information and checkout.
  - j. The individual membership fee is \$58. Officials are encouraged to contact their clubs about CSI/USA Swimming membership reimbursement
  - k. ***Please allow three (3) business days for your membership to be processed.***
  - l. You will receive a membership card from USA Swimming in the mail. (This is not your officials certification card.)
  - m. An online USA Swimming membership account will be established for you.
  - n. ***If you wait more than a week after your clinic to complete your registration, you have to email the instructor when you do register in order to get credit online for attending the clinic.***
3. **Background Check** This is a new requirement. The process is being created and details will be available soon at [ctswim.org](http://ctswim.org).
4. **Pass the open-book, online test “Certification - Stroke & Turn/Timer.”** You will need to create an online test account at [usaswimming.org](http://usaswimming.org) to take the test. (This is different from your membership account.) Select “Sign In” at the top right of the homepage. Create an account. Write down your ID and password exactly; you will need it. Select “Member Services” then “Officials” then “Testing & Certification.” Read all the test instructions carefully. You should print out the test and save it online so you can return to the same test. Answer at least one question before you save your test. After completing all the answers on the printed pages, return online and finish the test you started and saved. 80% is passing. You can re-take it.
5. **Make sure your USA Swimming membership account and your online test accounts are “linked.”** Sign In at [usaswimming.org](http://usaswimming.org) . At the top of the page, click on “My Account.” Scroll down and follow the directions about linking your accounts. If you go to “Member Services” then “Officials Tracking System” and look at “View My History” -- “Test History,” you will see your test score, if you linked your accounts successfully. If the instructor has given you credit for your clinic you should see that under your “Activity History.”
6. **Print out your Official Trainee card. A few days after you complete the steps above,** you will receive an email confirming your new status. (If not, send an email to [officials@ctswim.org](mailto:officials@ctswim.org)). Then, go to [usaswimming.org](http://usaswimming.org); and Sign In. Select “Member Services,” then “Officials Tracking System” then “My Certification Card.” Print your Official’s Card, which will identify you as a Connecticut Swimming trainee. You will need this card train at your first meet.

7. **Shadow a certified official at swim meets** for four sessions, including officiating at a minimum of two meets under the supervision of at least two different Connecticut Swimming certified meet referees. After each meet, the referee will record your training sessions(s) in the Officials Tracking System. Check your sessions by logging in to your account at [usaswimming.org](http://usaswimming.org). Referees may take a while to give you credit. You cannot train at freestyle meets or Championships. One session may be at a non-sanctioned meet (YMCA meet, for example) if it's run by a USA Swimming/Connecticut Swimming Referee.
8. **Print out your Qualified Official card** After you have completed all the steps above send an email to [officials@ctswim.org](mailto:officials@ctswim.org) with "Certify Me" in the subject line. After three days, return to [usaswimming.org](http://usaswimming.org) where you printed your Official Trainee card. Print your "Qualified" officials card.
9. **New officials are entitled to a free Connecticut official's patch.** Send a self-addressed, postage-paid envelope to Ed Becker, Officials Chair, 220 W Rutland Rd., Milford, CT 06461 [ebecker@optonline.net](mailto:ebecker@optonline.net) 203 641-8755