

## Re-certifying as Administrative Official

Administrative Official re-certification requires you to do the following:

1. Maintain USA/CT requirements:

- **Registration** for USA/CT membership with application is done annually – do this between Sept-Dec each year. It is good for the following full year.



- **Athlete Protection Training (APT)** is done every year



- **Background Check** done every two years



2. **Clinic** – Two (2) year cycle

Attend a **re-cert AO clinic**, or the Officials Annual Meeting every 2 years during the re-cert period Oct-Dec (*note: if the Annual Officials Meeting is before Oct it will still count*)

If another official certification is also held, that clinic (S&T, Starter, etc.) must also be attended every two years

3. **Test** – Two (2) year cycle

Take the **re-cert AO test** every two years, passing with 80%+. If another official certification is also held, that test (S&T, Starter, etc.) must also be taken every two years

4. **Work** - four (4) sessions annually;

NOTE for re-certification:

- a. **Referees** all hold dual certification with AR: Work total 8 sessions annually, including one (1) championship session (Seniors, Age Group, Regionals, or similar prelim/finals)
- b. **S&T/Starters** who hold dual certification with AO: Must work min. 3 sessions as AO and 4 sessions as the other official certification
- c. **Coaches who are AOs**: Must work four (4) sessions as AO
- d. **Coaches who have dual certifications AO & other**: Must work min. 3 sessions as AO and 5 sessions in the other official certification – total 8 sessions – there is no championship requirement since they must work championships as a coach
- e. **NEW AOs** will be required to work one (1) session for every three (3) months certified in their first calendar year up to four (4) sessions
- f. **NOTE**: no OTS credit will be earned for Y or High School observations

5. **Send** - 'Re-certify me as AO' email to the Officials Chair (OC) at [officials@ctswim.org](mailto:officials@ctswim.org) upon completion

of the above. If you do not contact the OC it will not be completed. Please only do this when EVERYTHING appears correct and done in your OTS account

6. **Print** - out your AO Card from your USA Swimming Account, 'Membership Card'