

## Re-certifying as: Administrative Official

AO Officials re-certification requires you to do the following to 'Catch the Wave':

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 find it on the ctswim website officials page, Becoming a New Official (<https://www.ctswim.org/CTNet/CFPaintForm.aspx?f=93>)
  - **Athlete Protection Training (APT)** is done every two years (<https://www.usaswimming.org/DesktopDefault.aspx?TabId=2193&Alias=Rainbow&Lang=en>)
  - **Background Check** done every two years in DECEMBER (*Note: if your background expires before December of the coming year the first years you may need to take this early to 'catch the wave'*) (<https://www.usaswimming.org/DesktopDefault.aspx?TabId=2019&Alias=Rainbow&Lang=en>)
  
2. **Clinic** – Two (2) year cycle  
Attend a **re-cert AO clinic** or the Officials Annual Meeting every two years during the re-cert period Oct/Nov/Dec (Note: the first years you may need to take your clinic early to 'catch the wave' if your clinic expires before October of the coming year) (*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) must also be attended every two years
  
3. **Test** – Two (2) year cycle  
Take the **re-cert AO test** every two years during the re-cert period Oct/Nov/Dec, passing with 80%+ (*Note: the first years you may need to take your test early to 'catch the wave' if your test expires before October of the coming year*) If another official certification is also held, that test (S&T, Starter) must also be taken every two years
  
4. **Work** - four (4) USAS sanctioned meet sessions annually;  
NOTE for re-certification:
  - a. **Referees** all hold a dual certification with AR: Work total 8 sessions annually, including one (1) championship session (Seniors, Age Group or Regionals or similar prelim/finals) and one (1) as S&T
  - b. **S&T/Starter** who hold a dual certification with AO: Must work min. 3 sessions as AO and 4 sessions as the other official certification PLUS one championship session in either position – total 8 sessions
  - 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 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. Only do this when EVERYTHING appears correct and done in your OTS account. Be sure to state your name, certification, and team affiliation. (*NOTE: it takes approx. one [1] week for a change in status to be processed & recorded do NOT anticipate it sooner*)
  
6. **Print** - out your AO Card from OTS