

# **National Certifications**

## **Interim Information and Process**

The goal of the National Certification working group is to support all officials completing their educational pathways. Please be mindful that the working group is comprised of volunteers giving immensely of their time. They are trained in the process and are very experienced officials. However, as with any alternative method there are unexpected glitches. Please be patient and courteous as we work together to process certifications.

Your National Certification team:

Peter LaGow, Phil Lakota, Lisa Olack, Rich McMillen, Lisa Vetterlein, and Marianne Walling

### **Part I – Advancement and Recertification Information, and Application**

#### **Why are my National Certifications not showing up in MY OFFICIAL HISTORY?**

All National Certification data is stored within the new system. As future functionality is created, new views will allow users access to the data.

#### **How do I know when my National Certifications expire?**

An updated monthly report will be posted on the [National Certification](#) page of USA Swimming. The original report included current officials through mid-August and updates through the end of August.

As of March 2024, National Certifications are not yet able to be updated in OTS. The spreadsheet is the only accurate record.

#### **Is this a permanent process?**

No. All items will eventually be back in OTS. The process and timing will be reevaluated regularly as OTS is developed.

#### **How long will it take to process the applications?**

Reports will be generated monthly and posted. The process is more labor intensive than in the past, and will require more research time per applicant. If after two months the application status has not been updated or an email received, reach out to your LSC Officials Chair.

The goal is to notify officials ONLY IF advancement or recertification is denied.

#### **What about the required activities?**

Since this will be one of the last items developed in OTS, this requirement is being waived throughout this manual process period. Once the information can be entered into OTS, the requirement will be reinstated.

Officials should track their activity history manually for entry into OTS once the activity component is developed.

#### **Are there any other (re)certification or advancement requirements changes?**

No. All other aspects, session types, timeframes, evaluations, etc. all remain the same.

## How do I request advancement or recertification?

At the bottom of this section there is a link to apply. Complete the information. You **MUST** be a member in good standing. A receipt of your application will be emailed to you from Google Forms.

Request all positions that are allowed based on the evaluation you received.

- Admin Referee evaluation – recertifies AR, DR, ST
- Deck Referee evaluation – recertifies DR, CJ, ST
- Starter evaluation – recertifies SR, ST
- Chief Judge evaluation – recertifies CJ, ST
- Stroke and Turn or Admin Official evaluation only recertifies that position

## How do I know if my recent evaluation was submitted by my mentor?

Evaluations from the old OTS have been ported to the new OTS, with the exception of past educational evaluations.

Once you receive your evaluation, ask your mentor if the evaluation was submitted for storage based on the OQM approval letter. This is very important, as it is the only way reviewers will have access to evaluations completed after September 1. *This must be done by the mentor.*

Keep a copy of your evaluation. **Your mentor should also be keeping a copy for entry into OTS at a later time. The entry of new evaluations is being slowly rolled out in March 2024. DO NOT expect evaluations from 9/2021 thru 2024 to be entered into the new OTS at this time.**

All applications for recertification and advancement will be reviewed.

**APPLY HERE**

[National Certification Application Link](#)

## Part II - Assisting Mentors with Vetting

LSC meet history and evaluations are now available upon request to assist with vetting mentees. Based on the Zone where the OQM will be held, please reach out to Lisa Vetterlein or Lisa Olack, 1.5- 2 weeks in advance of the meet. Send a list of officials and the OQM number for the meet where you are mentoring. **DO NOT WAIT UNTIL THE LAST MINUTE.**

[Lisa Vetterlein](#) – Central and Western Zones

[Lisa Olack](#) – Eastern and Southern Zones

Questions?? - [Marianne Walling](#)