

THE PROFESSIONAL ADMINISTRATIVE OFFICIAL (AO)

N2 Evaluation, Certification, and Recertification Requirements

N2 EVALUATION AND NATIONAL CERTIFICATION

REQUESTING N2 CERTIFICATION EVALUATION REQUIREMENTS

- Must be a certified LSC Administrative Official and participate in LSC meets.
- Prior to requesting N2 AO evaluation, must have worked at least 16 sessions as a certified AO, as recorded in OTS, at USA Swimming **sanctioned** meets.
 - At least 16 AO sessions must be at meets with some “check-in” events and at least 8 of those must have been AO sessions at preliminary/final meets with scratching from finals procedures.
 - Apprentice sessions, Time Trials, and manually recorded sessions/meets *will not* count towards this requirement.
- Request N2 AO evaluation at an Official’s Qualifying Meet (OQM).
- Must work a minimum of 4 sessions at that meet.
- Must be evaluated over at least 3 OQM sessions as an AO at that meet.
- Must work at least 8 AO sessions meeting the requirements above, as recorded in OTS, before requesting a re-evaluation if an unsatisfactory recommendation was received.

APPLYING FOR N2 CERTIFICATION REQUIREMENTS

Candidates are responsible for applying for advancement online through OTS. Candidates should ensure that all requirements as listed below are fulfilled prior to submitting an application.

- N2 AO evaluation is satisfactory and in OTS.
- **Within 3 years** of satisfactory N2 AO evaluation, apply for advancement to N2 AO online through OTS.
- Process may take up to 2 weeks before credentials reflect changes.

REQUESTING N2 RECERTIFICATION EVALUATION REQUIREMENTS

- Must maintain LSC Administrative Official Certification and participate in LSC meets.
- Recertification evaluation may only be requested **within 18 months** of N2 AO certification expiration.
- Request N2 AO recertification evaluation at an Official’s Qualifying Meet (OQM).
- Must work minimum of 4 sessions at that meet.
- Must be evaluated over at least 2 OQM sessions as an AO at that meet.
- May not be conducted by the candidate’s most recent evaluator in the position.

APPLYING FOR N2 RECERTIFICATION

Candidates are responsible for applying for recertification online through OTS. Candidates should ensure that all requirements listed below are fulfilled prior to submitting an application.

- N2 AO recertification evaluation is satisfactory and in OTS.
- Must have worked at 3 LSC Championships, Zones, Sectionals, Futures, or OQMs, a minimum of 4 sessions each (only 1 may be a USA Swimming National Championship meet), in the prior 3 years, in any position.
- Meet/session and LSC participation requirements are met.
- N2 AO recertification may only be requested **within 18 months** of N2 AO certification expiration.
- **Within 3 years** of N2 AO recertification evaluation, apply online through OTS for N2 AO recertification.
- Process may take up to 2 weeks before credentials reflect changes.

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REINSTATEMENT OF EXPIRED N2 CERTIFICATION

- Expired N2 AO certifications of **less than 3 years**: complete the **recertification** requirement for N2 AO.
- Expired N2 AO certifications **exceeding 3 years**: complete the **evaluation and certification** requirements for the expired positions. Start the process by meeting evaluation and certification requirements for N2 AO, with the exception that no pre-evaluation sessions are required.
- Expired N2 AR **with expired LSC certifications exceeding 3 years**: start the **evaluation and certification** process over, with the exception that only half of the pre-evaluation sessions are required.

N2 AO to N2 AR CONVERSION

- N2 AO certification can convert to N2 AR certification once the official is certified as an LSC Referee and N2 ST.
- An additional N2 AR evaluation is not required.
- To convert, LSC OC should email the chair of the OTS working group with the request.