

THE PROFESSIONAL ADMINISTRATIVE REFEREE (AR)

N2 and N3 Evaluation, Certification, and Recertification Requirements

N2 EVALUATION AND NATIONAL CERTIFICATION

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.

REQUESTING N2 CERTIFICATION EVALUATION REQUIREMENTS

- Must be a certified LSC Referee and participate in LSC meets.
- Must be an N2 ST.
- Prior to requesting N2 AR evaluation, must have worked at least 16 sessions in the AO/AR role, as recorded in OTS, at USA Swimming **sanctioned** meets.
 - At least 16 AO/AR sessions must be at meets with some “check-in” events and at least 8 of those must have been AR 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 AR 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 AR at that meet.
- Must work at least 8 AR 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 AR evaluation is satisfactory and in OTS.
- **Within 3 years** of satisfactory N2 AR evaluation, apply for advancement to N2 AR online through OTS.
- Process may take up to 2 weeks before credentials reflect changes.

REQUESTING N2 RECERTIFICATION EVALUATION REQUIREMENTS

- Must maintain LSC Referee Certification and participate in LSC meets.
- Recertification evaluation may only be requested **within 18 months** of N2 AR certification expiration.
- Request N2 AR 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 AR at that meet.
- May not be conducted by the candidate’s most recent evaluator in the position.

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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 AR 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 AR recertification may only be requested **within 18 months** of N2 AR certification expiration.
- **Within 3 years** of N2 AR recertification evaluation, apply online through OTS for N2 AR recertification.
- On application form, select **all** positions for which certification/recertification are valid within past 3 years.
- Process may take up to 2 weeks before credentials reflect changes.

N2 CERTIFICATION RECIPROCITY

- A satisfactory N3i AR evaluation may be used to recertify N2 AR.
- N2 AR certification may be used to recertify N2/N3 DR, CJ, and ST.

REINSTATEMENT OF EXPIRED N2 CERTIFICATION

- Expired N2 AR certifications of **less than 3 years**: complete the **recertification** requirement for N2 AR. This will recertify N2 AR, N2/N3 DR and ST.
- Expired N2 AR 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 ST and then N2 AR, 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 for each position evaluation.

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N3 EVALUATION AND NATIONAL CERTIFICATION

REQUESTING N3 CERTIFICATION EVALUATION REQUIREMENTS

- Must be a certified N2 AR.
- Must be a certified N2 DR.
- Must be a certified N3 ST.
- N3 AR requires 2 satisfactory evaluations (1 initial and 1 final) from 2 different evaluators at 2 different Official's Qualifying Meets (OQMs). Plus, the N3 initial evaluator cannot be the candidate's most recent evaluator in the position.
- Prior to requesting N3 AR initial evaluation, must have worked as a certified N2 AR at no fewer than 8 prelim/finals sessions at USA Swimming **sanctioned** meets approaching Sectional standards with positive check in and scratching from finals procedures, as recorded in OTS.
 - Time Trials and manually recorded meets/sessions will not count towards this requirement.
- Request N3 AR initial evaluation at an Official's Qualifying Meet (OQM).
- Must be evaluated over a minimum 4 OQM sessions as an AR at that meet.
- Following a satisfactory N3 AR initial evaluation and prior to requesting N3 AR final evaluation, must have worked as an AR at no fewer than 8 prelim/finals sessions at USA Swimming **sanctioned** meets approaching Sectional standards with positive check in and scratching from finals procedures, as recorded in OTS.
 - Time Trials and manually recorded meets/sessions will not count towards this requirement.
- Request N3 AR final evaluation at an Official's Qualifying Meet (OQM).
- Must be evaluated over a minimum 4 OQM sessions as an AR at that meet.
- Prior to requesting re-evaluation for either an N3 initial or final evaluation where an unsatisfactory recommendation was received, must have worked as an AR at no fewer than 8 prelim/finals sessions at USA Swimming **sanctioned** meets approaching Sectional standards with positive check in and scratching from finals, as recorded in OTS.
- A satisfactory N3 AR final evaluation must be completed **within 3 years** of a satisfactory N3 AR initial evaluation.

APPLYING FOR N3 CERTIFICATION REQUIREMENTS

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

- **BOTH** N3 AR initial and N3 AR final evaluations are satisfactory and in OTS.
- Application for N3 AR cannot be made **until 1 year** after N2 AR certification has been granted.
- Must maintain LSC Referee certification and participate in LSC meets.
- Must have worked at 3 LSC Championships, Zones, Sectionals, Futures or OQM, minimum of 4 sessions each (only 1 may be a USA Swimming National Championship meet), **in the prior 3 years**, in any position.
- **Up to 5 years prior to N3 AR application**, must have worked as an official in any position at 1 or more USA Swimming 3+ star Junior Nationals, Pro Series, Senior Nationals, US Open, or Trials class meets.
- **Within 3 years of satisfactory N3 AR final evaluation**, apply online through OTS for N3 AR certification.
- Process may take up to 2 weeks before credentials reflect changes.

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REQUESTING N3 RECERTIFICATION EVALUATION REQUIREMENTS

- Must maintain LSC Referee Certification and participate in LSC meets.
- Recertification evaluation may only be requested **within 18 months** of N3 AR certification expiration.
- Request N3 AR recertification evaluation at an Official's Qualifying Meet (OQM).
- Must work minimum of 4 sessions at that meet.
- Must be evaluated as an AR over at least 2 OQM sessions at that meet.
- May not be conducted by the candidate's most recent evaluator in the position.

APPLYING FOR N3 RECERTIFICATION REQUIREMENTS

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.

- N3 AR 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.
- N3 AR recertification may only be requested **within 18 months** of N3 AR certification expiration.
- All other meet/session and LSC participation requirements are met.
- **Within 3 years** of receiving satisfactory N3 AR recertification evaluation, apply online through OTS for N3 AR recertification.
- On the application, select **all** positions for which certification/recertification evaluations are valid within past 3 years.
- Process may take up to 2 weeks before credentials reflect changes.

N3 CERTIFICATION RECIPROCITY

- N3i AR evaluation may be used to recertify N2 AR.
- N3 AR certification may be used to recertify N2/N3 DR, CJ, and ST.
- National Meet Referees (Junior Nationals, Pro Swim Series, Nationals, US Open, and Trials) can apply to recertify N2/N3 AR, DR, CJ, and ST
 - Must be within 3 years of the national meet at which they served as Meet Referee

REINSTATEMENT OF EXPIRED N3 CERTIFICATION

- Expired N3 AR certifications of **less than 3 years**: complete the **recertification** requirement for N3 AR. This will recertify N3 AR, N2/N3 DR, and N2/N3 ST.
- Expired N3 AR certifications **exceeding 3 years**: complete the **evaluation and certification** requirements for the expired positions. Start the process by meeting evaluation and certification requirements for N3 ST, N2 DR, and then only one final evaluation for N3 AR, with the exception that no pre-evaluation sessions are required.
- Expired N3 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 for each position evaluation.