

# THE PROFESSIONAL CHIEF JUDGE (CJ)

## N2 and N3 Evaluation, Certification, and Recertification Requirements

### N2 EVALUATION AND NATIONAL CERTIFICATION

#### REQUESTING N2 CERTIFICATION EVALUATION REQUIREMENTS

- Must be a certified LSC Referee or LSC Chief Judge (if the LSC has the certification) and participate in LSC meets.
- Must be an N2 ST.
- Prior to requesting N2 CJ evaluation, must have worked at least 16 sessions as a certified CJ or ST official, as recorded in OTS, at USA Swimming **sanctioned** meets.
  - At least 8 of the sessions must be worked in the CJ role.
  - At least 5 sessions of the 8 must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities.
    - At sanctioned prelim/finals meets where a minimum of 3 sessions are worked as a CJ on a team
    - Where there are at least 2 CJs per pool, one of whom may be the Team Lead CJ
    - The Team Lead CJ is consistent throughout the meet
  - Apprentice sessions, Time Trials, and manually recorded sessions/meets *will not* count towards this requirement.
- Request N2 CJ evaluation at an Official's Qualifying Meet (OQM) with a dedicated CJ team with at least 2 CJs per pool, one of whom may be the Team Lead CJ, and the TL is consistent throughout the meet.
- Must work a minimum of 4 sessions at that meet.
- Must be evaluated over at least 3 OQM sessions as an CJ at that meet while serving on the dedicated CJ team.
- Must work at least 8 CJ 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 CJ evaluation is satisfactory and in OTS.
- **Within 3 years** of satisfactory N2 CJ evaluation, apply for advancement to N2 CJ online through OTS.
- Process may take up to 2 weeks before credentials reflect changes.

#### REQUESTING N2 RECERTIFICATION EVALUATION REQUIREMENTS

- Must maintain LSC Referee or LSC Chief Judge Certification and participate in LSC meets.
- Recertification evaluation may only be requested **within 18 months** of N2 CJ certification expiration.
- Request recertification evaluation at an Official's Qualifying Meet (OQM) with a dedicated CJ team with at least 2 CJs per pool, one of whom may be the Team Lead CJ.
- Must work minimum of 4 sessions at that meet.
- Must be evaluated over at least 2 OQM sessions as an CJ on the dedicated CJ team at that meet.
- May not be conducted by the candidate's most recent evaluator in the position.

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## N2 and N3 Evaluation, Certification, and Recertification Requirements

### 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 CJ 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 CJ recertification may only be requested **within 18 months** of N2 CJ certification expiration.
- **Within 3 years** of N2 CJ recertification evaluation, apply online through OTS for N2 CJ 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 CJ evaluation may be used to recertify N2 CJ.
- N2 CJ certification may be used to recertify N2/N3 ST.

### REINSTATEMENT OF EXPIRED N2 CERTIFICATION

- Expired N2 CJ certifications of **less than 3 years**: complete the **recertification** requirement for N2 CJ. This will recertify N2 CJ and N2/N3 ST.
- Expired N2 CJ 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 CJ, with the exception that no pre-evaluation sessions are required.
- Expired N2 CJ **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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## N2 and N3 Evaluation, Certification, and Recertification Requirements

### N3 EVALUATION AND NATIONAL CERTIFICATION

#### REQUESTING N3 CERTIFICATION EVALUATION REQUIREMENTS

- Must be a certified N2 CJ.
- Must be a certified N3 ST.
- N3 CJ 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 CJ initial evaluation, must have worked as a certified N2 CJ at no fewer than 8 sessions at USA Swimming **sanctioned** meets approaching Sectional standards, as recorded in OTS.
  - At least 5 sessions of the 8 must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities.
    - At sanctioned prelim/finals meets where a minimum of 3 sessions are worked as a CJ on a team
    - Where there are at least 2 CJs per pool plus
    - A Team Lead CJ who is consistent throughout the meet
  - Time Trials and manually recorded meets/sessions will not count towards this requirement.
- Request N3 CJ initial evaluation at an Official's Qualifying Meet (OQM) with a dedicated CJ team where there are at least 2 CJs per pool plus a consistent TL CJ and the evaluated CJ(s) are the same for a minimum of 4 OQM sessions.
- Must be evaluated over a minimum 4 OQM sessions as an CJ on the dedicated team at that meet.
- Following a satisfactory N3 CJ initial evaluation and prior to requesting N3 CJ final evaluation, must have worked as a CJ at no fewer than 8 sessions at USA Swimming **sanctioned** meets approaching Sectional standards, as recorded in OTS.
  - At least 5 of the 8 sessions must be completed on a dedicated CJ team using pre-meet, session briefing, on=deck and post-session responsibilities
    - At sanctioned prelim/finals meets where a minimum of 3 sessions are worked as a CJ on a team
    - Where there are at least 2 CJs per pool plus
    - A Team Lead CJ who is consistent throughout the meet
  - Time Trials and manually recorded meets/sessions will not count towards this requirement.
- Request N3 CJ final evaluation at an Official's Qualifying Meet (OQM) with a dedicated CJ team where there are at least 2 CJs per pool plus a consistent TL CJ and the evaluated CJ(s) are the same for a minimum of 4 OQM sessions.
- Must be evaluated over a minimum 4 OQM sessions as a CJ 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 a CJ at no fewer than 8 sessions that meet the requirements above.
- A satisfactory N3 CJ final evaluation must be completed **within 3 years** of a satisfactory N3 CJ initial evaluation.

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## N2 and N3 Evaluation, Certification, and Recertification Requirements

### 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 CJ initial and N3 CJ final evaluations are satisfactory and in OTS.
- Application for N3 CJ cannot be made **until 1 year** after N2 CJ certification has been granted.
- Must maintain LSC Referee or Chief Judge certification and participate in LSC meets.
- 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.
- **Up to 5 years prior to N3 CJ 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 CJ final evaluation**, apply online through OTS for N3 CJ certification.
- Process may take up to 2 weeks before credentials reflect changes.

### REQUESTING N3 RECERTIFICATION EVALUATION REQUIREMENTS

- Must maintain LSC Referee or Chief Judge Certification and participate in LSC meets.
- Recertification evaluation may only be requested **within 18 months** of N3 CJ certification expiration.
- Request N3 CJ recertification evaluation at an Official's Qualifying Meet (OQM) with a dedicated CJ team where there are at least 2 CJs per pool plus a consistent TL CJ.
- Must work minimum of 4 sessions at that meet.
- Must be evaluated as a CJ over at least 2 OQM sessions on the dedicated team 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 CJ recertification evaluation is satisfactory and in OTS.
- 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.
- N3 CJ recertification may only be requested **within 18 months** of N3 CJ certification expiration.
- All other meet/session and LSC participation requirements are met.
- **Within 3 years** of receiving satisfactory N3 CJ recertification evaluation, apply online through OTS for N3 CJ 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.

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## N2 and N3 Evaluation, Certification, and Recertification Requirements

### N3 CERTIFICATION RECIPROCITY

- N3 CJ initial evaluation may be used to recertify N2 CJ.
- N3 CJ certification may be used to recertify N2/N3 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 CJ certifications of **less than 3 years**: complete the **recertification** requirement for N3 CJ. This will recertify N3 CJ and N2/N3 ST.
- Expired N3 CJ 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 and then only one final evaluation for N3 CJ, with the exception that no pre-evaluation sessions are required.
- Expired N3 CJ **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.