

DATE: June 16, 2009

TO: USA Swimming Officials with National Certifications

FROM: USA Swimming Officials Committee

RE: Revisions to the National Certification Program

To implement the changes to the national Certification and Reinstatement policy outlined below, all officials with National Certifications (N2 and N3) expiring on or after June 30, 2008 have had their certification expiration dates extended by one year.

You may go online and log in using your linked account to "My Certification Card" in the USA Swimming website/volunteers/officials/Officials Tracking System and print your new National Certification Card with the updated expiration dates.

Expired certifications will not show on the card, if earlier than the print date; however you will be able to view your status on the "My History" page. As soon as you complete reinstatement requirements (see below), and your application is processed, the certifications, along with the new expiration date will reappear on your card.

Updated documents describing the National Certification and Re-certification process and a revised list of FAQs file have been posted on the USA Swimming Website in the Officials Section under "[Certification](#)".

National Certification Expiration and Reinstatement

As part of the goal set by the LSC Officials Chairs in 2008 to simplify the national certification process, the process for handling certification expirations was changed. The development of the on-line certification card has helped facilitate these changes as well.

The following provides an outline of how certifications expire and how they can be reinstated.

- When national certification in a certain position is not extended by completion of the re-certification requirements it will be left as "expired" and not "downgraded" to a lower level. The position and level that expires will not show on the National Certification card (although the official can see his or her certification history on the web site).
- For up to three years after certification for a given position has expired, the official may reinstate that certification by completing all of the re-certification requirements for the position and level.

This change accomplishes the following:

- Continues the simplification of the program - you either have a national certification that is active or you don't;

- Eliminates the need to monitor the expirations of all the N2 and N3 officials to determine if they should be "downgraded" and when;
- Eliminates the hurdle of being able to retain national certification without starting over from the beginning for a significant period of time but retains the requirements of participation, training and evaluation in order to maintain or re-establish the appropriate certification.
- **For lapses over three years** - In order to reinstate a certification for any position that is expired more than three years the official will be required to complete the full advancement process for that position and level. Reinstatement under this circumstance will require satisfactory N2 or N3 Stroke and Turn Judge advancement evaluation (if Stroke and Turn Judge certification has also lapsed) before N2 or N3 initial or final advancement evaluations for each of any other lapsed positions can be given.