

Recertification FAQs

- (1) My officials certification date was changed to 11/15 of next year. I haven't received my non-athlete membership card. Do I need to worry?
 - a. The ISI office will process the officials certification date change on a priority basis and then batch process the non-athlete membership form as it makes sense in their workflow. Your current non-athlete membership doesn't expire until the end of the year which gives the office flexibility in workflow so they can attend to athlete needs.
- (2) What test(s) do I need to take during the re-testing process?
 - a. Referees take the referee recertification test
 - b. Starters take the starter recertification test
 - c. Stroke and Turn Judges take the stroke and turn recertification test
 - d. Administrative Judges take the following recertification tests:
 - i. Timing Judge
 - ii. Clerk of Course
 - iii. Timer
 - e. These tests are only available on-line – there is no provision for grading paper tests. Links to the tests are available <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1514&Alias=Rainbow&Lang=en> and on the ISI website.
- (3) If I am a Starter, do I also need to take the Stroke and Turn Judge test?
 - a. No, you only need to take the test for the highest level which you are certified.
- (4) Who is exempt from taking the recertification tests?
 - a. Referees, starters, or stroke and turn judges who became certified in that position during the annual swim season (9/1/2009 – 8/31/2010) need not take the recertification test.
 - b. Administrative judges who became certified in only that position during the current swim season need not take the recertification test.
 - i. In all of these cases the official had to take the certification test to complete their training.
 - c. Any official who is in a trainee status without any certified status. For example, a stroke and turn trainee does not need to take the tests or meet the requirement for worked sessions as they are not yet certified. To become certified they will need to pass the test and work the minimum training sessions which will meet their first year worked sessions requirement.
- (5) I'm a newly certified official, and you note in a previous FAQ that I am exempt from taking the recertification test and that I've met the worked session requirement by completing the training, yet the pre-printed form says I haven't done the required number of sessions. What gives?
 - a. The change in your status from trainee to certified is noted on your USA-Swimming account, but we don't have the ability to extract that data for the form. Please check the box in the worked sessions box on the pre-printed form that says 'Newly certified official, training and worked session completed'.
- (6) I have not become a certified official. What do I need to do?
 - a. Verify the information on the pre-printed non-athlete form and submit with your check. You won't need to complete the test or meet the worked session requirement although you will need to take the test and have the minimum training sessions to become certified.
- (7) Can I print off the test, work it at my leisure, and then submit the answers?
 - a. Yes! You have the option of printing the test and doing exactly that!

- (8) When must I have taken the recertification test?
- Recertification tests need to be taken by October 31. This will coincide with recertification clinics which will typically be held in September and October.
 - Referees, starters, or stroke and turn judges who became certified in that position during the annual swim season (9/1 – 8/31) need not take the recertification test. Administrative judges who became certified in only that position during the current swim season need not take the recertification test. In all of these cases the official had to take the certification test to complete their training.
- (9) What is the requirement for worked sessions, and how do I document my worked sessions?
- All officials except Administrative Judges are required to work 10 sessions during the annual swim season (9/1 – 8/31). Administrative Judges are required to work 4 sessions during the annual swim season.
 - New officials who completed either stroke and turn certification for the first time or administrative judge certification have met the sessions worked requirement by completing their training. They are not required to work 10 sessions during the initial certification year. This does not include an official who added a certification level, such as a stroke and turn judge who also added the administrative judge level – but all training sessions count as worked sessions.
 - All worked sessions should be documented in OTS by the meet referee for Illinois Swimming sanctioned events. Events sanctioned by USA-Swimming outside of Illinois may or may not be documented by the meet referee; if the meet referee does not do this, the official should enter these sessions manually in OTS.
- (10) I am a Starter, do I need to work 20 sessions?
- No, the worked session requirement is 10 sessions. The requirement for worked sessions is not cumulative. Officials with multiple certifications do not need to work 10 sessions for each certification.
- (11) My work sessions are not properly reflected on OTS. What do I need to do?
- Send a reminder to the meet referee (almost all officials emails are listed on the ISI officials <http://www.ilswim.org/officials/ISIOfficialsRosterForPublication.pdf>. If this doesn't work, send a second reminder with a copy to the Officials Committee Chair (ilswimofficials@ilswim.org).
- (12) My work sessions are not properly recorded on the pre-printed form. Why?
- The only sessions included on the pre-printed form do not include any manually entered sessions. This was done for two reasons: (1) The manually entered sessions data is cumbersome to retrieve; (2) Many of the manually entered sessions duplicated a system entered number (by the referee) that is also entered.
 - If the manually entered session is correct (typically a meet outside of Illinois) go ahead and update the form indicating that x sessions were worked and not included in the total.
- (13) I was unable to work the required sessions. Now what?
- Things do come up which will impede our ability to work meets. If you were unable to work the required number of sessions and would like continue as an official, please contact the Officials Committee Chair at ilswimofficials@ilswim.org with the request, the reason the worked sessions were not completed, how many sessions were worked, and a plan to meet the minimum worked sessions. Exceptions will be handled on a case by case basis.
- (14) What are the CEU requirements for referees?

- a. Referees are required to have 6 continuing education requirements. They are obtained in the following ways:
 - i. Be the meet referee for a meet on the published ISI schedule – 2 CEUs.
Administrative referee also qualifies for 2 CEUs
 - ii. Work a session at an ISI Championship meet (Regional Champs, Age Group Champs, Senior Champs) and attend the related officials briefing – 3 CEUs per session.
 - iii. Attend an ISI officials referee training clinic – 3 CEUs
 - iv. Serve as an ISI officials clinic instructor – 3 CEUs
 - v. Attend a re-certification clinic – 3 CEUs
 - vi. Work as a USA-Swimming observer for an IHSA sectional or state meet – 2 CEUs

(15) Why should I use the pre-printed non-athlete membership form?

- a. The pre-printed form which will be mailed out will contain your current contact information and also the number of sessions worked per OTS. There will be a section for referees to complete CEU information. By using this form and noting any corrections the workflow in the ISI office is expedited.

(16) I did not send in my non-athlete renewal and can no longer get into OTS to print my official's certification card. What do I do?

- a. Officials who no longer have an active non-athlete membership (these expire at the end of the year) will not have access to OTS. The official's data is still available on the database, but the official will no longer have access. If this is the case, you cannot be on deck as an official as your non-athlete membership has expired. Contact the officials committee via ilswimofficials@ilswim.org requesting assistance – please include a phone number.

(17) Who should I ask any other questions?

- a. Please contact any member of the officials committee via this email address: ilswimofficials@ilswim.org. Please do not contact the ISI office as your question will be referred to the committee.