Stayin' Alive

A simple guide to advancing and recertifying officials in OTS

- The Bee Gees

Automatic

— The Lumineers

Goal: make recertification automatic

Full automation is coming, but the schedule isn't finalized yet. For now, USA Swimming staff has fixed known issues, so this week's tools and data should work correctly.

How recertification dates are set

Certified between	Recertification date
Jan 1 – Jun 30	Dec 31, +2 years
Jul 1 – Dec 31	Dec 31, +3 years

Example: an official certified March 15, 2026 recertifies December 31, 2028.

Build Me Up Buttercup

— The Foundations

The Foundations of Certification

- Certification is where the process starts.
- Stroke and Turn and Admin are stand alone positions
- Chief Judge or Starter requires Stroke & Turn certification.
- Referee requires Admin, Starter, and Stroke & Turn.
- Keep every date aligned as officials advance.
- For example, a Starter certification is valid only if Stroke & Turn is valid too.

(Re)certification, Position by Position

Referee

Recertifies every position

Starter · Chief Judge (opt.)

Recertify Stroke & Turn

Admin · Stroke & Turn

Each recertifies itself

Chief Judge recertification is optional and set by the LSC.

All Right Now

— Free

Testing

- Testing works the same way as certification and recertification.
- Only the highest-level test is required within a 3-year period.
- Keep this in mind before you run Bulk Recertify.

3 YEARS

Highest level tested = all levels covered

Walking on a Dream

— Empire of the Sun

Advancement Tool

- Expire the apprentice certification
- Advance officials to their highest certification level in the official's profile.

- Goals is to keep every child certification date aligned.
- Tip: use Bulk Recertify to advance all the children certifications at once.
    - Start at Referee and work down through the positions — this saves time and avoids repeating work.

Sneaky tool: Bulk Recert advances every linked child certification in one pass.

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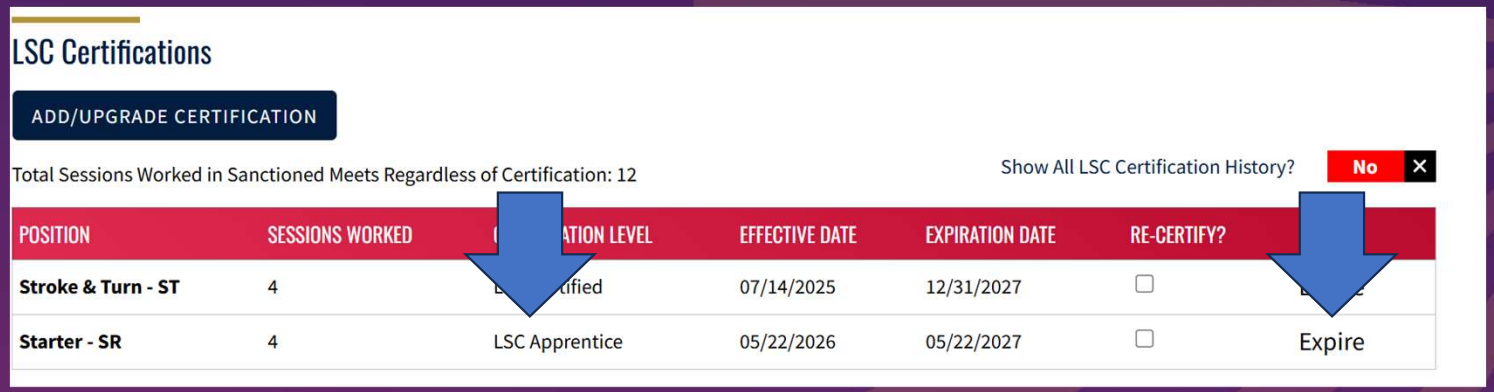

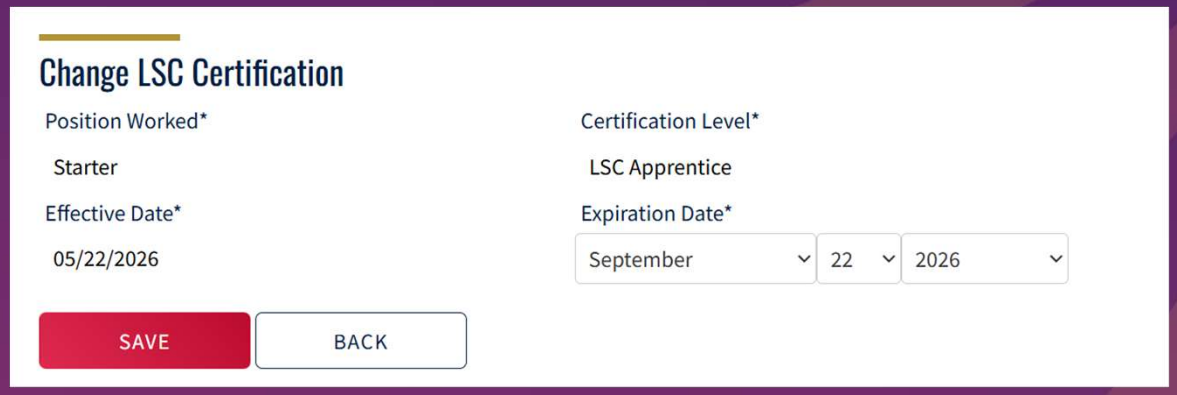

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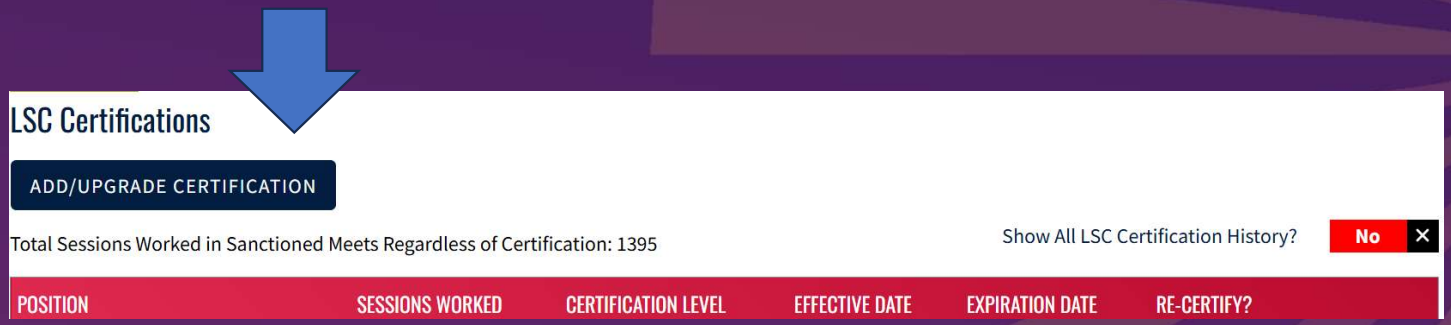

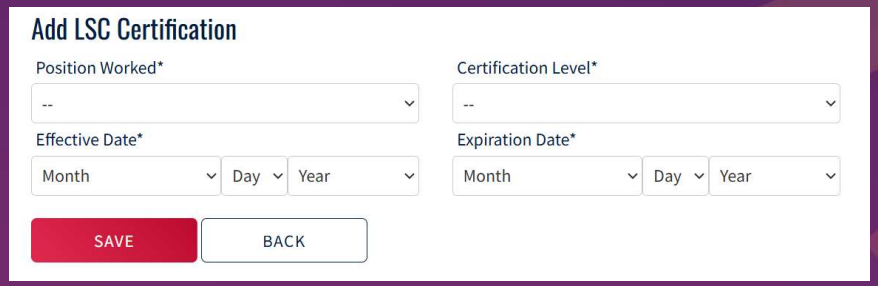

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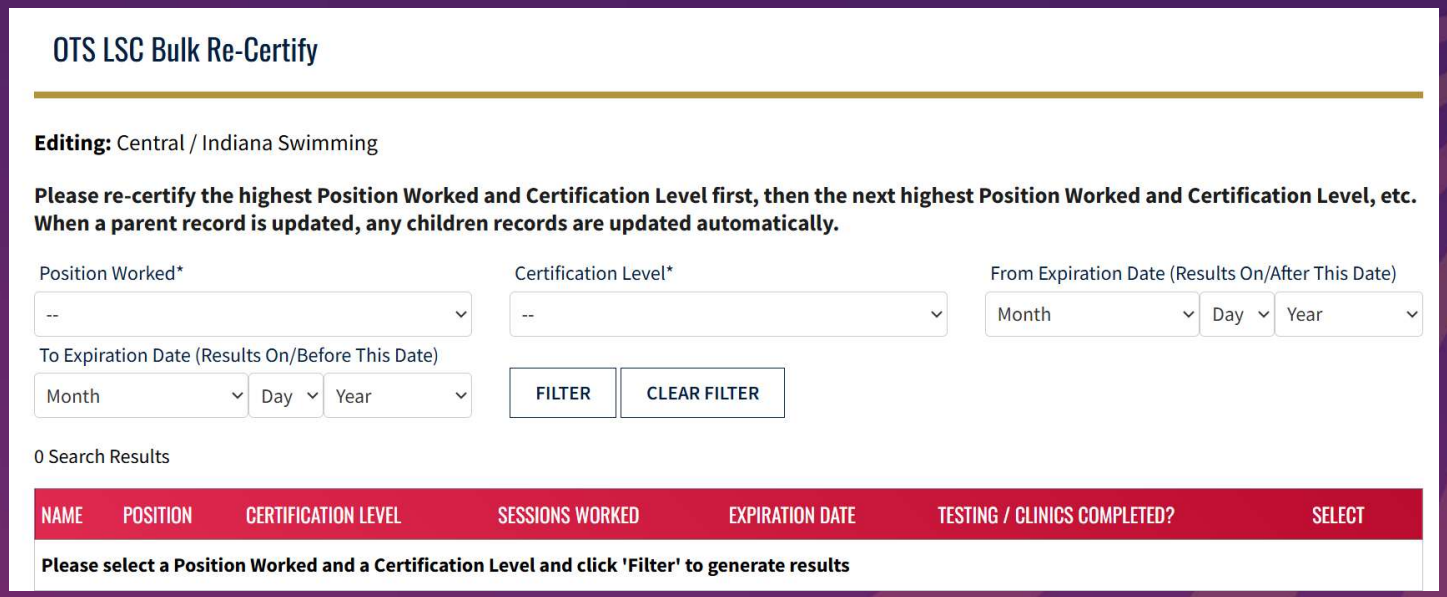


Wile E Coyote

— The Great Divide

Worked Example

Wile E. Coyote and Road Runner were advanced to Referee (DR), expiring 12/31/2027. Their other certifications (ST / CJ / SR / AO) still expire 12/31/2026 — the dates no longer match.

1. Open the Bulk Recertify tool
2. Filter for certifications expiring 12/31/2027 – 1/1/2028
3. Select Wile E. Coyote and Road Runner
4. Select Bulk Recertify Button
5. Enter 12/31/2027 and save

Result

Every certification now shares the same expiration date — 12/31/2027.

If another official advanced to Starter(SR), repeat these same steps for SR next, then keep working down the list.

Count on Me

— Bruno Mars

Reports

- Course taken before an Online Clinic was available for the position
  - Still valid with 12/31/2023 start date
- Session report for all LSC Officials
  - Quick reference
  - Work on reformatting

Count on Me

— Bruno Mars

Reports

LSC Reports

Filter report list by

OTS Reports

REPORT NAME
Certified Officials
Evaluation History
Evaluation Tracking
Full Official History
Officials Courses Taken
Officials Meet Type Attendance
Officials Membership
Officials Participation
Session Tracking

Easy

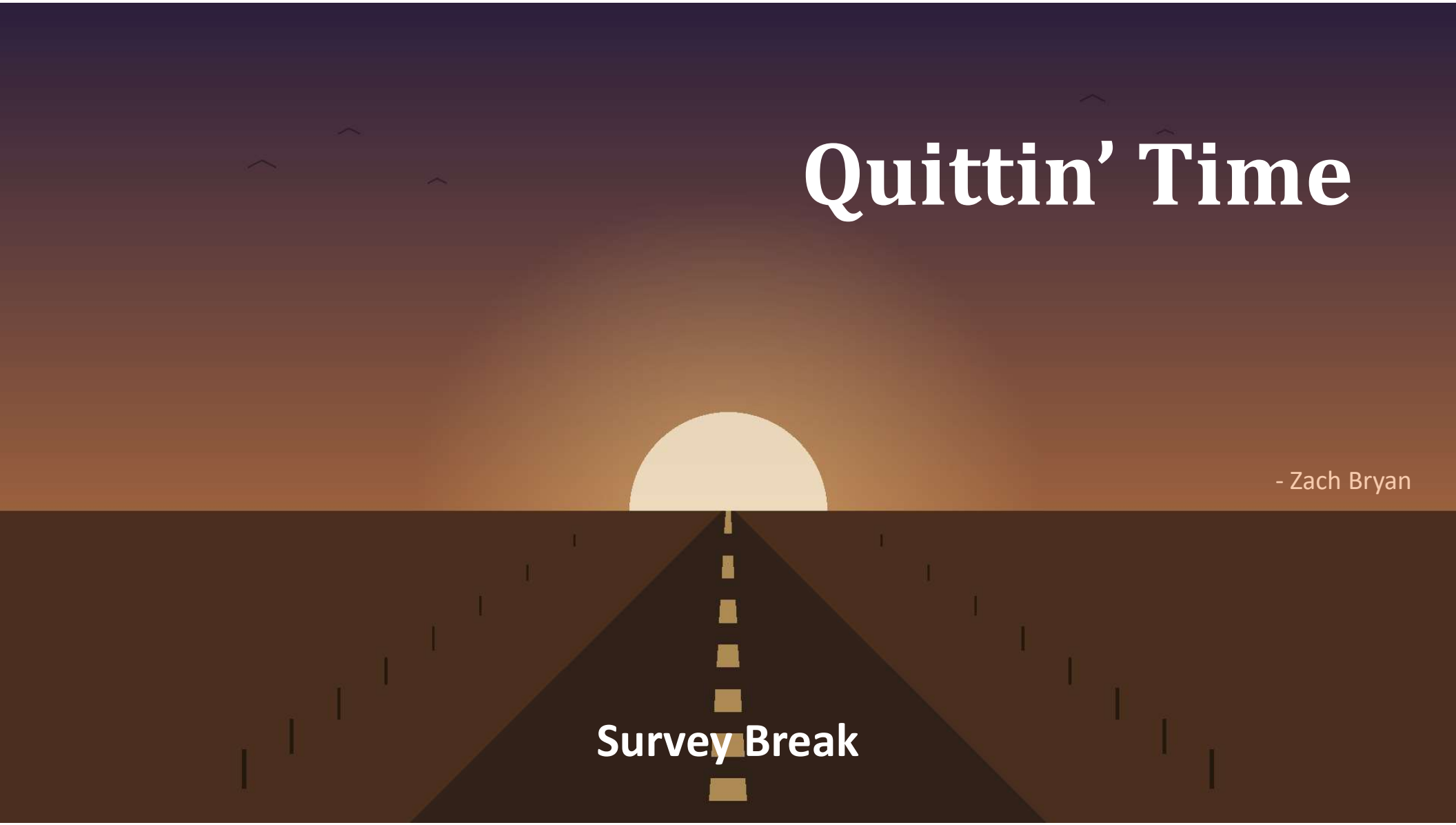
— Commodores

Bulk Recertify Tool — Same Process

- Keep all of the children certifications dates aligned.
- Start at Referee and work down — this avoids repeating work.
- Filter out officials who have been completed or didn’t recertify using the date filters
- If sessions fall short, check whether they met the requirement another way using the Official Guidelines

For the Highest Certified Position

1. Test complete? Yes
2. Sessions fulfilled? Yes
3. Check the box
4. Select the Bulk Recertify button and enter the recert date
5. Save
6. Move to the next position (Starter, etc.)


Quittin' Time
- Zach Bryan
Survey Break