



Recertification Assessment Information

Safety Training for Swim Coaches Instructor Recertification Assessment

Recertification Assessment is available for currently certified Safety Training for Swim Coaches Instructors within 90 days of their instructor (trainer) certification expiration.

Recertification Process:

To recertify, instructors and instructor trainers must have:

- Taught or co-taught at least one course of record during their 2-year certification period; AND
- Successfully completed the recertification assessment (an online knowledge assessment) with a score of 80% or higher within 90 days of their expiration date.

Once the online recertification assessment is successfully completed, the new expiration date will be 2 years from the recertification assessment completion date.

Instructors and instructor trainers who have a current and valid email address in the Red Cross Learning Center will receive an email 90 days prior to their instructor (trainer) certification expiration with link and information to access and complete the web-based recertification assessment.

Individuals who do not have a valid email but are within 90 days of their instructor (trainer) certification expiration should add a valid email* to their Learning Center Account** and then follow the information located on the second page of this document to access and complete the web-based recertification assessment.

****Instructors and instructor trainers can add an email to their Learning Center profile by following these steps:***

- Go to the Learning Center (<https://classes.redcross.org>).
- Enter your username and password.
- Click "My Profile" tab at the top of the page.
- Click "Edit Profile Snapshot" link.
- Add or change your email address in the "Email (Required for Notifications)" field.
- Click "Save."

****Instructors and Instructor trainers who do not know or remember their Learning Center username or password** should contact the Red Cross Training Support Center (1-800-RedCross/1-800-733-2767; support@redcrosstraining.org) for assistance to access their Learning Center profile.



Instructor and instructor trainers who do not have a current and valid email address or do not receive an automatic email notification from the Red Cross Learning Center and are within 90 days of their certification expiration should follow these steps to access and complete the recertification assessment:

- **Log in**** to the Red Cross Learning Center (<https://classes.redcross.org>) *Disable pop-up blockers to help you navigate through the process*
- Click **"My Learning"** tab
- Click **"My Certifications"** in the left menu, and **then scroll down** to the **"Certifications"** section.
- Click **"Actions"** at the end of the row next to "Safety Training for Swim Coaches Instructor Recertification Assessment" and **select "Start Registration"** in the pop-up menu.
- Click **box** at bottom of the page for "Safety Training for Swim Coaches Instructor Recertification Assessment", and then click **"Register for Course"** in the pop-up menu.
- Click **"Register"** at bottom of the Learning Offerings section of the Learning Catalog page at the end of "Safety Training for Swim Coaches Instructor Recertification Assessment" row (on bottom of page to the right).
- Click **"Place Order"** at bottom of the Create Order page.
- Select **"Launch Content"** link, located at the end of the row of the Title "Safety Training for Swim Coaches Instructor Recertification Assessment".
 - If you prefer to complete the assessment later, you can access through "My Learning" tab and "My Enrollments" and then click "Launch".
 - When launching the content, a new window will appear. *If a "Security Warning" box appears, click "No". The test may take a moment to load. Do not click any additional links or close any windows; doing this will interfere with launching.*
- **Answer each question** and complete the recertification assessment.

Once the online recertification assessment is successfully completed the new expiration date will be 2 years from the recertification assessment completion date.

For a complete listing of your instructor/instructor trainer certifications you may:

- Login to the Red Cross Learning Center and
- Select "My Learning" tab and click "My Certifications" in the left menu;

OR to print your Universal Instructor Certification Transcript:

- Select the "Reports" tab
- Click "+" next to "Resources"
- Click on the "American Red Cross – Learner's Instructor Profile" link.

****If you have questions or need assistance, contact the Red Cross Training Support Center
1-800 RED CROSS (1-800-733-2767); support@redcrosstraining.org**