

## USAH CEP FAQs

### WHAT ARE THE STEPS TO BECOME A USA HOCKEY COACH?

USA Hockey and the Coaching Education Program require both certification and registration to be eligible to coach. Registration is done online on a yearly basis at [www.usahockey.com](http://www.usahockey.com). Certification is also required.

A few basic steps are as follows:

- Find, register and attend the required certification clinic. You can only attend one clinic per season. A current list of clinics can be found by clicking here (The coaching clinic season for Levels 1-3 officially runs from September 1 to December 31): <http://www.usahockey.com/viewallclinics.aspx>
- Complete the online age-specific module(s) for the age level of play you are coaching. (The online modules are only available from September 1 to December 31.)
- Must attend the required clinic and complete the necessary online age-specific module(s) by December 31 of the current playing season to continue coaching on January 1.
- Please also read the FAQ section under Coaches where most of your questions will be answered as well: [http://www.usahockey.com/Template\\_Usahockey.aspx?NAV=CO\\_01&ID=19440](http://www.usahockey.com/Template_Usahockey.aspx?NAV=CO_01&ID=19440)

### WHAT LEVEL CERTIFICATION DO I NEED TO COACH THIS YEAR?

USA Hockey no longer requires a specific certification level based on the age level of play coaching. A coach must progress through the education system every year and have completed the online age-specific module for each age level coaching.

### HOW MANY CLINICS CAN I REGISTER FOR IN A CLINIC SEASON?

USA Hockey allows coaches to attend only ONE clinic per season. A coach must also complete the online age-specific module for each age level he/she is coaching that year. A coach can complete more than one online age-specific module in a season if he/she is coaching multiple age levels.

### LOST OR DAMAGED COACHING EDUCATION PROGRAM (CEP) CARD

Beginning with the 2011-12 season, USA Hockey will no longer issue blue CEP cards to coaches. The online certification list will serve as proof of a coach's certification. You can print an electronic version of your card from the online certification list: <http://www.usahockey.com/CoachingClinicCertSearch.aspx>

### MY LEVEL 1 IS EXPIRED or EXPIRING THIS DECEMBER, WHAT DO I NEED TO DO?

You must attend a Level 2 clinic AND complete the online age-specific module for each age level you are coaching if not previously taken prior to December 31 of the current playing season. Mite (8 and Under) coaches may remain at Level 1 (even if it is expired) until they move to another age level of play.

### MY LEVEL 2 IS EXPIRED or EXPIRING THIS DECEMBER, WHAT DO I NEED TO DO?

You must attend a Level 3 clinic AND complete the online age-specific module for each age level you are coaching if not previously taken prior to December 31 of the current playing season. Mite (8 and Under) coaches may remain at Level 1 (even if it is expired) until they move to another age level of play.

### MY LEVEL 3 IS EXPIRED or EXPIRING THIS DECEMBER, WHAT DO I NEED TO DO?

You must complete the online Level 3 recertification or attend a Level 4 clinic AND complete the online age-specific module for each age level you are coaching if not previously taken prior to December 31 of the current playing season. You can no longer attend another Level 3 clinic to recertify your Level 3 certification. Coaches of National Tournament Bound Tier I 14U, 16U, and 18/19U and Tier II 16U, and 18/19U teams must complete Level 4 in their fourth season of coaching. Mite (8 and Under) coaches may remain at Level 1 (even if it is expired) until they move to another age level of play.

### HOW MANY TIMES CAN I DO THE ONLINE LEVEL 3 RECERTIFICATION?

You may complete Track 1 and Track 2 of the online recertification program. The program should automatically recognize if you have previously registered for one of the tracks and will direct you to Track 2. If you have already taken the recertification twice, you must attend a Level 4 clinic and complete the online age-specific module for each age level you are coaching if not previously taken.

### I WAS TOLD MY LEVEL 4 AND 5 CERTIFICATION WAS VALID FOR LIFE, WHY DO I HAVE TO COMPLETE THE ONLINE AGE-SPECIFIC MODULE(S)?

Your certification is still valid for life and requires no recertification. With the advent of the American Development Model all coaches are required to complete the online age-specific module for the age level of play they are coaching. This online component provides information specific to the age of your players in accordance with the ADM and Long Term Athlete Development program.

**I COMPLETED THE FLEXXCOACH PROGRAM BUT HAVEN'T RECEIVED MY STICKER YET OR BEEN UPDATED ON THE ONLINE CERTIFICATION LIST.**

Please be patient. flexxCOACH submits a report to USA Hockey. USA Hockey personnel then verifies the eligibility of all participants listed, updates the database and then sends stickers to eligible recipients. This whole process can take up to four weeks. You can use your flexxCOACH certificate as proof of your Level 3 re-certification until your sticker arrives.

**I DO NOT SEE ANY COACHING CLINICS IN MY AREA**

The coaching clinic season for Levels 1-3 officially runs from September 1 to December 31. Level 4 clinics are typically held from April to August with some districts holding them as late as September/October. A current list of clinics can be found by clicking here: <http://www.usahockey.com/viewallclinics.aspx>

If you don't see one near you right away, continue to check the website as clinic instructors add clinics on a weekly, if not daily basis. Most clinics have been held by the end of November or beginning of December. If you do not see one in your area, you may need to travel to a neighboring state to locate a clinic before the end of the calendar year or the start of the next clinic season. Clinics are posted by clinic instructors at their discretion. Please contact your District Coach in Chief for more information. All of the contact information for each Coach in Chief can be found here: [http://www.usahockey.com/Template\\_Usahockey.aspx?NAV=CO\\_03&ID=19526](http://www.usahockey.com/Template_Usahockey.aspx?NAV=CO_03&ID=19526)

**USA HOCKEY'S REFUND/TRANSFER POLICY FOR CLINICS LEVEL 1, 2, 3 & 4**

- Registrants for Levels 1-3 will be allowed to transfer their clinic fee to another posted, open clinic up to 48 hours before the start of the originally scheduled clinic. We are unable to "hold" registration fees. You must select a clinic to transfer to or apply for a refund. Transfers can only occur between clinics of the same level and only to clinics held during the same clinic season.
- Please send the date, city, state, and level of the original clinic and the clinic you want to transfer into to Alison Raines at [alisonr@usahockey.org](mailto:alisonr@usahockey.org).
- Level 4 clinic fees are non-transferable and will be subject to the refund rules below.
- A processing fee of \$10 will be deducted from all credits/refunds.
- A full refund, minus the processing fee, will be granted if requested in writing at least two weeks before the start of the original clinic.
- A 50% refund, minus the processing fee, will be granted if requested in writing 2-14 days before the start of the original clinic.
- No refunds or transfers will be granted if the request is made within 48 hours of the start of the originally scheduled clinic or after the originally scheduled clinic has started.
- ALL REFUND REQUESTS REQUIRE THE DATE OF THE ORIGINAL ONLINE TRANSACTION AND THE TRANSACTION ID. Both of these items are found on the Clinic Confirmation Receipt you receive immediately after registering. You are asked to print out this receipt and keep for your records. NO REFUNDS WILL BE PROCESSED WITHOUT THIS RECEIPT.

Click the link below for the Clinic Refund Form: [http://www.usahockey.com/uploadedFiles/USAHockey/Menu\\_Coaches/Menu\\_FAQ/CLINIC%20REFUND%20FORM.pdf](http://www.usahockey.com/uploadedFiles/USAHockey/Menu_Coaches/Menu_FAQ/CLINIC%20REFUND%20FORM.pdf)

**MY COACHING LEVEL ON THE COACHES LIST IS INCORRECT.**

**MY NAME DOESN'T APPEAR ON THE COACHES LIST AT ALL.**

If your name does not appear on the coaches list or the information does not accurately reflect your current certification level please contact USA Hockey's National Office. Fax or email a copy of the front and back of your Coaching Education Program card. Please ensure the CEP number, your name, and certification stickers are all visible and legible. Also include your full name, date of birth, current address, telephone number, and email address. Please send to Alison Raines via fax at 719-538-1160 or email to [alisonr@usahockey.org](mailto:alisonr@usahockey.org). It will take a minimum of 3-5 business days to process your update. Please check the online certification list for verification of when your information is updated. We appreciate your patience during the busier times of the year.

**I RECEIVED A MESSAGE THAT SAYS I HAVE NOT MET THE REQUIRED PREREQUISITES FOR REGISTERING FOR A CLINIC.**

1. First, check your certification level on the coach's list. <http://www.usahockey.com/CoachingClinicCertSearch.aspx>  
If your name does not appear on the coaches list or the information does not accurately reflect your current certification level, please fax or email a copy of the front and back of your Coaching Education Program card. Please ensure the CEP number, your name, and certification stickers are all visible and legible. Also include your full name, date of birth, current address, telephone number, and email address. Please send to Alison Raines via fax at 719-538-1160 or email to [alisonr@usahockey.org](mailto:alisonr@usahockey.org)
2. Second, if your certification level is correct and your name matches the online certification list, then your date of birth or address is incorrect in our database. Please send your full name, date of birth, current address, telephone number, and email address to Alison Raines at [alisonr@usahockey.org](mailto:alisonr@usahockey.org)

### **DO ASSISTANT COACHES HAVE TO BE CERTIFIED AT THE SAME LEVEL AS THE HEAD COACH?**

Yes. USA Hockey does not distinguish between an assistant and head coach in regards to required certification level. All coaches participating in ALL team functions (i.e. games, scrimmages, practices, try-outs, tournaments, off-ice training, etc.) must meet the same coaching certification level, based upon the level of play coaching.

### **I WANT TO USE A STUDENT COACH, WHAT ARE THE RULES AND REGULATIONS?**

#### **I AM UNDER 18 AND WANT TO COACH, WHAT DO I NEED TO DO?**

A player between the ages of 13 and 17 who is currently properly registered with USA Hockey may serve as a student coach under the following conditions:

- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs, and in the locker room.
- May help out at practices, clinics, try-outs only. (May not participate as a player in scrimmages or games when acting as a STUDENT COACH).
- May not act as the head coach or an assistant coach during practices or games.
- May be on the bench during games with an adult. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
- Must wear a helmet with full face shield, gloves, and skates while on the ice. Must wear helmet during games while on the bench.
- May only work with players at least one full playing age level down (e.g., a Bantam age player may act as a STUDENT COACH at the Pee Wee, Squirt or Mite level).
- Student Coach PDF Download
- Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

### **WHO IS MY DISTRICT COACH IN CHIEF?**

#### **HOW DO I CONTACT MY DISTRICT COACH IN CHIEF?**

District Coach in Chief contact information is located here:

[http://www.usahockey.com//Template\\_Usahockey.aspx?NAV=CO\\_03&ID=19526](http://www.usahockey.com//Template_Usahockey.aspx?NAV=CO_03&ID=19526)

### **I DID NOT COMPLETE THE ONLINE AGE-SPECIFIC MODULE PRIOR TO DECEMBER 31, WHAT HAPPENS NOW?**

#### **I WAS NOT ABLE TO ATTEND A CLINIC PRIOR TO DECEMBER 31, WHAT HAPPENS NOW?**

All coaches must be certified and have completed the online age-specific modules prior to December 31st in order to continue coaching the remainder of the season. The Coaching Education Program offers a Request for Temporary Card for the certification clinic if a coach is unable to attend a clinic. This must be requested in accordance with district policies. Please check your district website for information specific to your area. If your district does not grant temporary cards after December 31 then you will be ineligible to coach the remainder of the current season.