



Level I Recertification Process





Recertification Requirements

All information on the USA Triathlon coaching recertification process can be found online at <https://www.teamusa.org/USA-Triathlon/USAT-for-Me/Coaching/Recertification>. Everything will need to be submitted in the online recertification form found here: www.usatriathlonuniversity.com/login.

Requirements:

- 15 CEUs
- CPR
- Background check
- Service to the Sport
- SafeSport

Directions on how to complete all of the required steps can be found on the following pages. Steps can be completed in any order, however ALL must be completed before you submit for recertification.





CEUs

Level I Certified Coaches will need to earn 15 total CEUs for recertification. Of those 15, 5 must be USAT approved.

USAT Approved CEUs: <https://www.teamusa.org/USA-Triathlon/USAT-for-Me/Coaching/Education/USAT-Approved-CEUs>

Non-USAT Approved CEUs: <https://www.teamusa.org/USA-Triathlon/USAT-for-Me/Coaching/Education/Non-USAT-CEUs>

If you take a course that you would like reviewed for non-USAT CEUs, please submit the [online review form](#).

Any CEUs completed on the University system (webinar/newsletter/DVD/book exams) will be automatically tracked on your account. Anything in-person (clinic CEUs, conferences, etc.) must be tracked on your own.





CPR

All Certified Coaches must have current CPR at all times. CPR renewal can be done online and any legitimate organization is accepted (examples include American Heart Association, American Red Cross, YMCA).

Coaches must show proof of a CPR card or signed letter from an instructor.

In order to recertify, coaches must have a CPR card that does not expire before their recertification deadline regardless of when they submit for recertification.

- Example: if a coach expires on December 31, 2018 but submits recertification on August 1, 2018, their CPR card must have an expiration date after December 31, 2018.





Background Check

All Certified Coaches must complete the NCSI background check. Complete step by step directions can be found at the link below. To start a background check, go to <http://www.ncsisafe.com> and click on "Background Check Self Registration" on the left side of the webpage. Enter the self registration number 53247331 when prompted.

[Instructions](#)

[Criteria](#)

If you have completed a background check through NCSI for USA Cycling within the last two years, you'll need to give USAT access to view the account. To do so, please find the directions below:

- Log onto <http://www.ncsisafe.com/>
- Enter USAT Self Registration #53247331
- Answer "No" to "Is this your first background check with NCSI?"
- Search for your information

If you get a message saying: "The SSN entered has an active background investigation available for the account you are registering for. Another one cannot be created at this time." you must contact NCSI directly to have the hold lifted on your account

Toll Free: (866) 833-7100
info@ncsisafe.com





Service to the Sport

Coaches must complete the Service to the Sport form which shows their contribution to the triathlon community. Service to the Sport is defined as the way you have given back to the sport of triathlon, above and beyond your normal coaching duties.

Examples include but are not limited to: coaching or presenting at a triathlon camp/clinic, holding local/regional/national coaching positions, writing an article for the Performance Coaching Newsletter, volunteering at a triathlon race, etc.

The Service to the Sport form is now included within the recertification form. No separate attachment is required.





SafeSport

Coaches need to complete the [U.S. Center for SafeSport course](#) in order to recertify. This is a free online course. This course is around 3 hours and worth 3 USAT CEUs. *Please note this course is different than previous years.*

Complete step-by-step instructions on how to complete the program can be [found here](#). The access code for the program is FDV2-N6TL-T4GA-SWNZ.

You must complete all three sections of the course:

1. Sexual Misconduct Awareness Education
2. Mandatory Reporting
3. Emotional and Physical Misconduct

A fourth and final, “SafeSport Trained” certification will be provided once you complete all three sections. **This certificate MUST be provided within the recertification form to receive credit.**





Submitting Recertification

All recertification forms must be submitted online by the deadline. Recertification forms cost \$95 and can be found at <https://www.usatriathlonuniversity.com/login>.

Do not create multiple accounts. If you have trouble accessing your account, please email coaching@usatriathlon.org.



Recertification forms can be found at the bottom of the University homepage. Please make sure to select the correct form for your level and deadline.

You may purchase the recertification form at any time and gradually update as needed.

Once purchased via PayPal, you will need to select the form again to access. You will not be charged again.





Recertification Form

CERTIFIED COACH RECERTIFICATION FORM

CONTACT INFORMATION

Legal First Name

Legal Last Name

Preferred Name On Coaching Certificate

Mailing Address

City

State

Zip

Email (used to contact you about the status of your recertification)

Phone

USAT Member Number (must be current)

USAT Member Expiration (must be current)

Background Check Application ID

Enter Contact Information

Legal First/Last Name: What appears on your driver's license, birth certificate, passport, etc.

Preferred Name on Certificate: Any abbreviation or nickname you prefer on the new certificate.

Mailing Address: Where the certificate should be mailed.

State: Please use two-letter abbreviation (CO, NJ, TX, etc.)

Email: Preferred email for coaching education to contact you if necessary.

Phone: Preferred phone for CE to contact you if necessary (no dashes).

USAT Member Number and Expiration: Required of all coaches to be current.

Background Check Applicant ID Number





Recertification Form

SERVICE TO THE SPORT

Service to the Sport is defined as, the ways you have given back to the sport of triathlon, above and beyond your normal coaching duties. Contributions should only be counted if they have occurred in the last two years. Please note, service to the sport is **not** your normal coaching business. Examples of service to the sport include but are not limited to: coaching or presenting at a USA Triathlon recognized camp/clinic/coaching program, holding local/regional/national USA Triathlon coaching positions, contributing to the Performance Coaching Newsletter or triathlon related scholarly publications, volunteering at a triathlon race/camp/clinic, or speaking at triathlon related lectures/conferences.

Describe how your service in the last two years has contributed to the sport of triathlon and list both the dates and locations of these services.

Enter your Service to the Sport information.





Recertification Form

PLEASE INCLUDE THE FOLLOWING REQUIRED ITEMS:

CPR

Please submit a copy of your current CPR card.

No file chosen

SafeSport Certificate of Completion

Please submit a copy of your current SafeSport Certificate of Completion.

No file chosen

Documentation of Continuing Education Units

Please submit copies of ALL course completion certificates. You do not need to submit completion certificates for any courses taken through USAT University. A minimum of 5 USAT CEUs must be accounted for. The remaining CEUs can be USAT or Non-USAT CEUs.

No file chosen

Attach the appropriate documents for each section. This is the only area where documents should be submitted – please do not email or mail unless specifically requested by USAT staff.

Unless found on the [non-USAT CEU website](#), all non-USAT CEUs must be reviewed before submitting recertification.

Submit any requests for non-USAT CEU review in the [online form here](#).





Recertification Form

ETHICS CODE AGREEMENT

[Download the USOC Coaching Ethics Code](#) (opens in a new window)

I have read and understand the United States Olympic Committee's Coaching Ethics Code. I agree to abide by the Code, and I understand that violations may result in full or partial forfeitures of my coaching privileges at sites or events under United States Olympic Committee governance.

Your Signature (type your full name)

Digitally sign your name in the signature box to agree to the USOC Coaching Ethics Code Agreement.





Recertification Form

SAVE OR SUBMIT

Note that saving or submitting may take a few minutes if you are submitting large files.

Submit or save the recertification form. Once submitted, you will not be able to edit the form. If you save the form and would like to return later, you may find it at the bottom of the University homepage.

RECERTIFICATION

Thank you - Your form has been submitted to USA Triathlon.

[Return to menu](#)

If you do not receive the following message after submitting, the recertification form was not properly submitted and will not be reviewed.





Recertification Approval

Your recertification form will be reviewed within four weeks of submission. If any documents are missing, you will receive an email from USAT staff requesting additional information. Failure to submit documents by the deadline will result in late penalties.

Once approved a new certificate will be mailed to the address provided in the recertification form within four – six weeks.





Questions?

Email Coaching@usatriathlon.org or visit
<https://www.teamusa.org/USA-Triathlon/USAT-for-Me/Coaching/Recertification>

