



## SafeSport and Background Check Compliance Frequently Asked Questions – USA Karate

### 1. Do I need to take the SafeSport Training every year?

YES. As of 1/1/19, SafeSport Training and the Refresher Course Training are valid for only one (1) year.

### 2. Can I use the same email address as someone else in my family to complete the SafeSport Training?

**No**, since an email address can be used to login for training, the same email address cannot be used to register multiple persons for SafeSport Training. You will need to use a separate email address for the training.

### 3. How do I register for the SafeSport Training?

Information in regards to completing SafeSport training can be found on the member portal at [www.usakaratemembership.com](http://www.usakaratemembership.com). After logging in, the SafeSport information will be attached to the membership record.

### 4. How do I receive the access code?

The access code for SafeSport training can be found on the member portal at [www.usakaratemembership.com](http://www.usakaratemembership.com). After logging in, the SafeSport information will be attached to the membership record.

### 5. What if I don't receive the email confirmation to start SafeSport Training?

Please contact [help.desk@safesport.org](mailto:help.desk@safesport.org).

### 6. What if I am locked out of my account?

Once you have registered you will receive an email from [No-reply@safesport.org](mailto:No-reply@safesport.org) with the subject titled "SafeSport Account Created." Please open the email and click on the "confirm email address." If you do not receive an email, please contact [help.desk@safesport.org](mailto:help.desk@safesport.org). If you have received the email and confirmed and are still locked out please contact user support at [help.desk@safesport.org](mailto:help.desk@safesport.org) or 720-676-6417.

### 7. What if the site says my email is already in use?

Please contact user support at [help.desk@safesport.org](mailto:help.desk@safesport.org).

### 8. What if the training won't start or it freezes?



The course videos require Adobe Flash Player when being viewed on desktop and laptop computers. It is possible that your network administrator or ISP is blocking Vimeo videos. If the video does not play then you will want to contact your network administrator or ISP to have them allow Vimeo, or you will need to take the training from another location. If you need additional help, please contact [help.desk@safesport.org](mailto:help.desk@safesport.org).

**9. How come I didn't receive an email after I completed the SafeSport Training?**

You will not receive an email notification once you complete the training. Your SafeSport Trained certificate is proof that you have completed the course.

**10. How do I obtain a copy of my SafeSport Trained certificate?**

- Log in on website: <https://www.safesport.org/authentication/signin>
- Click on Menu
- Click on SafeSport Trained
- Click on the green Certificate button
- Save and print certificate

Please note that certificates of completion cannot be downloaded on tablets or mobile devices.

**11. How will USA Karate know that I completed SafeSport Training?**

Information from the training site is manually downloaded and updated by USA Karate on a regular basis during office hours. Information usually takes 1-2 business days to be updated on your USA Karate membership account.

**12. How often am I required to complete a background check?**

You have to submit your background check every 2 years, but they are automatically rechecked after 1 year.

**13. How do I complete a background check?**

To complete your background check for USA Karate, visit [www.ncsisafe.com](http://www.ncsisafe.com) and click on Background Screening Self Registration. Then enter the self-registration number 26244495 and enter your information as requested

**14. How long will it take for my background check to be processed?**

It may take up to 10 days to process your background check so the faster you can get it done the better!

**15. How much does the background check cost?**

The cost of the background screening is approximately \$30 depending on your state.

