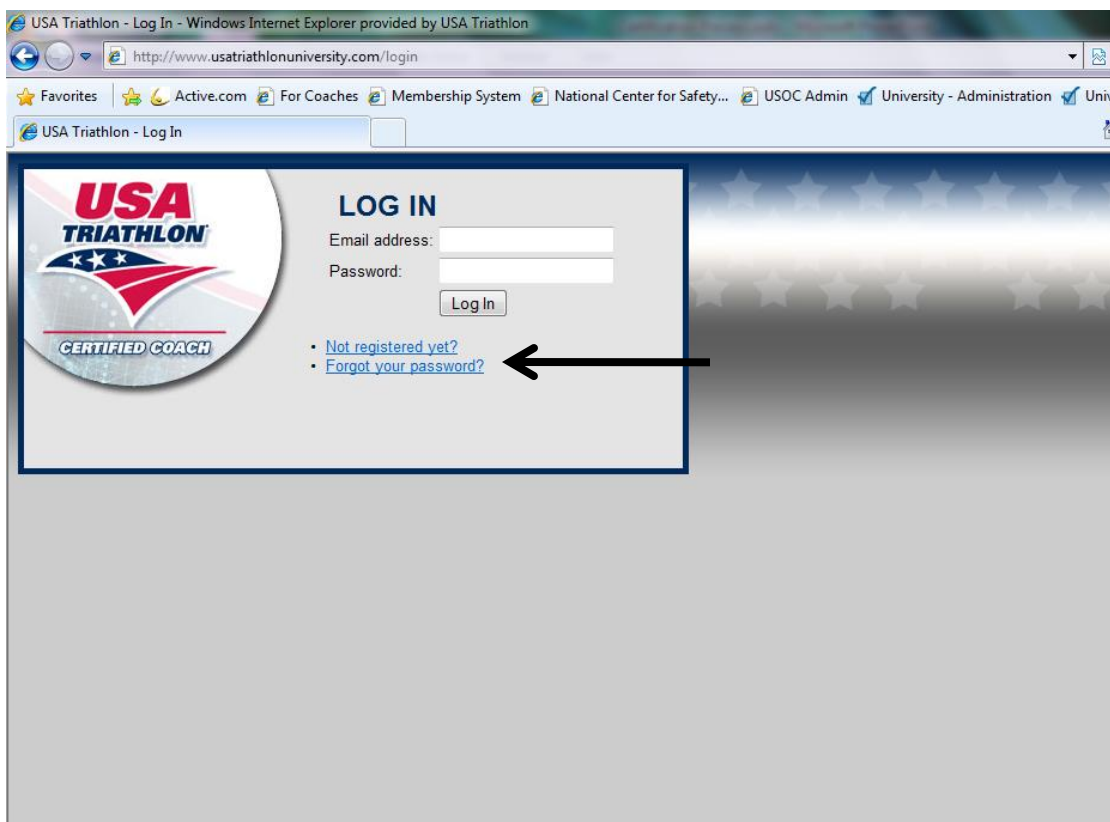




How to Complete Recertification



Step 1

<http://www.usatriathlonuniversity.com/login>

Click on “Not Registered Yet”

If you already have an account, you can log in with your existing email and password and skip to Step 3.



How to Complete Recertification

USA Triathlon - Sign Up - Windows Internet Explorer provided by USA Triathlon

http://www.usatriathlonuniversity.com/signup

USA TRIATHLON CERTIFIED COACH

SIGN UP

First name:

Last name:

Email address:

Password:

Password (again to confirm):

Continue

Step 2

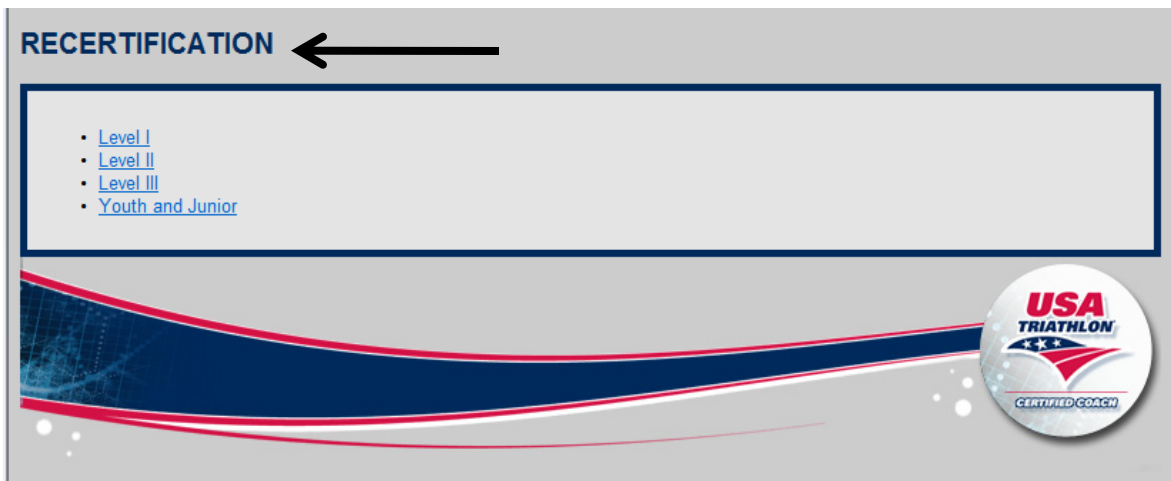
Create a login (your email address) and password and click “Continue”

**Pick an email you will keep for a long time. There is no way to change your email without creating a new account and losing all of your old information.





How to Complete Recertification



Step 3

Look under the “Recertification” heading toward the bottom of the page.





How to Complete Recertification

RECERTIFICATION FORMS

Available Recertification Forms

- [Level I](#)
 - [Level I Recertification - \\$95.00](#)
 - [Level I Recertification Late Submission - \\$145.00](#)
- [Level II](#)
 - [Level II Recertification - \\$95.00](#)
 - [Level II Recertification Late Submission - \\$145.00](#)
- [Level III](#)
 - [Level III Recertification - \\$95.00](#)
 - [Level III Recertification Late Submission - \\$145.00](#)



Step 4

Click on the form that corresponds to your coaching level (I, II or III):

- If you submit on or before 11:59 PM Mountain Time on December 31st, the appropriate form has a \$95 charge.
 - Level I Recertification
 - Level II Recertification
 - Level III Recertification
- If you submit on or after 12:00 AM Mountain Time on January 1st, the appropriate form has a \$145 charge (includes \$50 late fee).
 - Level I Recertification Late Submission
 - Level II Recertification Late Submission
 - Level III Recertification Late Submission



How to Complete Recertification




USA TRIATHLON
CERTIFIED COACH

RECERTIFICATION PURCHASE

You are about to purchase Level I Recertification for \$95.00.

[Click to Continue to Make Online Payment](#)

[Return to menu](#)



Step 5
Click to Make Payment





How to Complete Recertification



Credit Card Information

Card Number:

Cards Accepted: Diner's Club - Visa - Discover - JCB - MasterCard

Card Type: Discover

Exp Date: 12 / 2010

Required field
Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

Click "Continue"



Order Information

Description: 10 Tips on Traveling to a Race with Steve Tarpinian
Total Amount: \$9.99

Credit Card Information

Card Number: 30569309025904
Cards Accepted: Diner's Club - Visa - Discover - JCB - MasterCard
Exp Date: 12 / 2012
CSC:

Billing Information

Name: Loryn Cozzi
Address:
City:
State:
Zip Code:
Email: loryn.cozzi@usatriathlon

Required field
Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

Click "Authorize" to return to recertification site



Step 6

Enter your credit card and billing information.
(Visa, MasterCard, Discover, Diners Club, JCB)





How to Complete Recertification

RECERTIFICATION FORMS

Available Recertification Forms

- [Level I](#)
 - [Level I Recertification - \\$95.00](#)
 - [Level I Recertification Late Submission - \\$145.00](#)
- [Level II](#)
 - [Level II Recertification - \\$95.00](#)
 - [Level II Recertification Late Submission - \\$145.00](#)
- [Level III](#)
 - [Level III Recertification - \\$95.00](#)
 - [Level III Recertification Late Submission - \\$145.00](#)



Step 7

Return to USATriathlonUniversity.com to access the appropriate recertification form.





How to Complete Recertification

Step 8

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.
Example: Legal Name: Joseph Smith
Preferred Name on Certificate: Joe Smith
- Mailing Address:** Where the certificate should be mailed.
- Email:** Preferred email for coaching education to contact you if necessary.
- USAT Member Number and Expiration:** Required of all coaches to be current.
- Background Check Application ID Number:** All recertification applicants must complete a new background check.
**If you receive a message when you try to complete a new check that you have an active background investigation, you must contact NCSI directly to have the hold lifted on your account so that you can complete a new background check.

CERTIFIED COACH RECERTIFICATION FORM

CONTACT INFORMATION

Legal First Name	Loryn
Legal Last Name	Cozzi
Preferred Name On Coaching Certificate	Loryn Cozzi
Mailing Address	5825 Delmonico Drive, Suite 200
City	Colorado Springs
State	CO
Zip	80919
Email	loryn.cozzi@usatriathlon.org
Phone	719-955-2826
USAT Member # (must be current)	111111
USAT Member Expiration (must be current)	12/31/11
Background Check Application ID#	





How to Complete Recertification

Step 9

Enter CEU Information

CEU REPORTING

CEU Completion Date	USAT CEUs	CEU Title	Hours of Course	Number of CEUs Earned	
<input type="text"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Add another					

Please use the file upload area below to submit certificates or registration confirmations as proof of attendance.

Any and all CEUs not earned through usatriathlonuniversity.com that are being claimed for credit must be documented in this section. This includes USAT and non-USAT CEUs.

Any exams completed through usatriathlonuniversity.com do not have to be reported (USAT webinar, newsletter, DVD and book exams)

Click on "Add Another" to report additional CEUs. You can complete this form at any time throughout the year and save the information until you are ready to submit at a later time.

CEU Completion Date: Date(s) of CEU Course

USAT CEUs: "Yes" for USAT CEUs and "No" for Non-USAT CEUs

CEU Title: Title of Course, Conference, Clinic, Program, etc.

Hours of Course: Total Number of Hours for Educational Components (no CEU credit given for breaks, meals, etc. if applicable)

Number of CEUs Earned: USAT CEU values can be found on the USAT CEU page: <http://www.usatriathlon.org/resources/for-coaches/conferences-and-clinics/continuing-education-courses-ceu>

Credit for non-USAT courses are awarded 1 non-USAT CEU per contact hour with a maximum of 5 non-USAT CEUs per course (unless otherwise specified on the recertification page <http://www.usatriathlon.org/resources/for-coaches/coaching-recertification-policy-and-requirements>). For example:

- 1 Hour Non-USAT Course = 1 Non-USAT CEU
- 2 Hour Non-USAT Course = 2 Non-USAT CEUs
- 3 Hour Non-USAT Course = 3 Non-USAT CEUs
- 4 Hour Non-USAT Course = 4 Non-USAT CEUs
- 5 Hour (or longer) Non-USAT Course = 5 Non-USAT CEUs





How to Complete Recertification

Step 10

Upload CEU Documentation

Documentation for any and all CEUs not earned through usatriathlonuniversity.com (USAT online testing site) that are being claimed for credit must be uploaded in this section. This includes USAT and non-USAT CEUs.

Any exams completed through usatriathlonuniversity.com do not require supporting documentation to be uploaded.

Please upload all documentation as ONE (1) file. Do NOT upload any documentation until you are ready to submit your recertification.

Please Note:

- You must provide a copy of a certificate of completion, registration confirmation, or certification/license. Handouts, slides, notes taken from a class, etc. will NOT be accepted as supporting documentation and CEU credit will NOT be awarded.
- Please upload all documentation as ONE (1) file.



PLEASE INCLUDE THE FOLLOWING REQUIRED ITEMS:


Documentation of 5 USAT Continuing Education Units
Please submit copies of ALL course completion certificates that you did not complete through this online testing site.

Documentation of 10 Remaining Continuing Education Units
These courses can be USAT or Non-USAT CEUs. Please submit copies of ALL course completion certificates.

Service to the Sport of Triathlon Documentation
Please write a brief summary of the activities in which you have participated to give back to the sport.

Signed Ethics Code Agreement
A copy of the USOC Coaching Ethics Code can be found on the recertification page.

Click "Browse" to add files for submission. Max. file size: 1 MB



5 USAT CEUs: Documentation needed for any course not taken through the USAT online testing site. Five (5) USAT CEUs are required for all coaches.

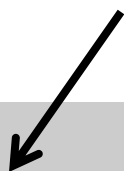
Remaining CEUs: Level I coaches have 10 remaining CEUs while Level II and III coaches have 15 remaining. These can be USAT or non-USAT CEUs. Documentation must be provided for ALL courses submitted in order to receive credit.

Service to the Sport: Please write a brief summary of your activities and upload it with the other documentation.

Signed Ethics Code Agreement: This can be found on the recertification page, signed and uploaded with the other documentation.




How to Complete Recertification



SAVE OR SUBMIT

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



Step 11

Submit Recertification

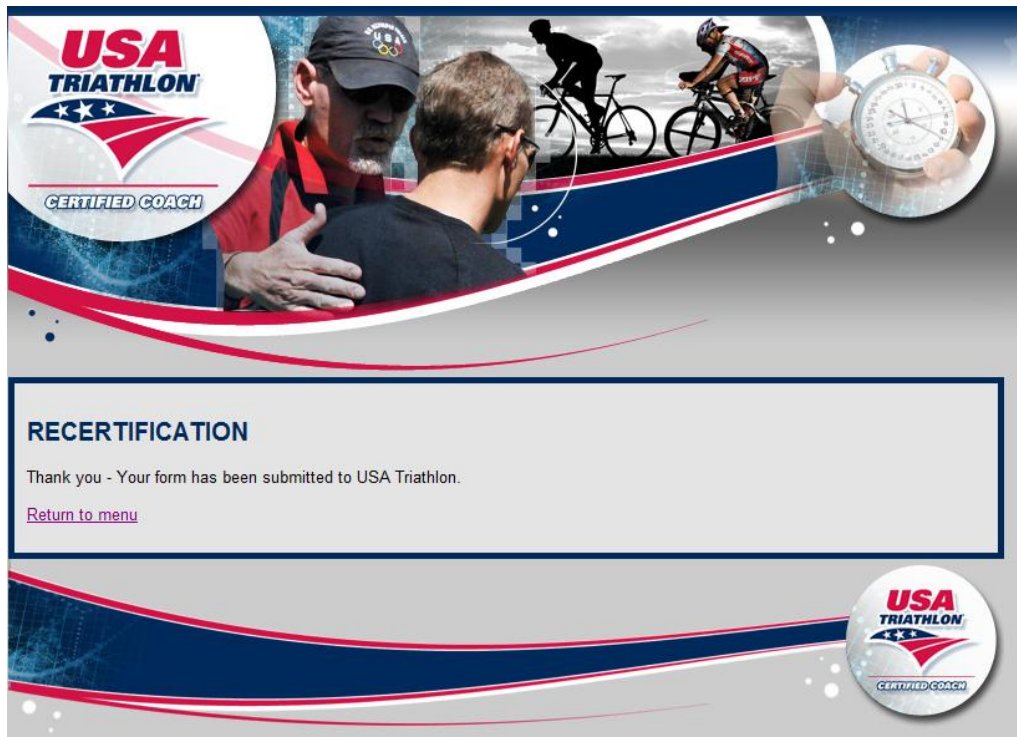
It is recommended that you print a copy of your completed recertification form and keep a copy of your materials until you receive your revised coaching certificate.

Please note:

- If you save the form, you can access it in the same location at the bottom of the usatriathlonuniversity.com homepage.
- Once you submit, you CANNOT edit your recertification information.



How to Complete Recertification



Step 12

You receive a message stating that your recertification has been submitted.

Please note:

- You are only contacted by USAT if there is an issue with your recertification.
- You will receive a revised coaching certificate in the mail with your new certification end date in 4-6 weeks.
- **It is recommended that you keep a copy of your materials until you receive your revised coaching certificate.**





Questions?

Coaching Certification Coordinator

Loryn.Cozzi@usatriathlon.org

