

USA Ultimate Coach Recertification Process

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Clarification

The coach membership is NOT a certification. Currently the only certifications for coaches are for High School and Middle School coaches¹. The coach membership allows you to attend one of the certification clinics.

Professionalism

Professionalism is one of the key tenets of the USA Ultimate Coach Development Program (CDP). One aspect of professionalism is being a life-long learner. The coaching courses that you have taken to this point are just the beginning and just a piece(s) of your journey as a coach.

Many professions require their members to take formal education courses to maintain certifications or licenses. Doctors, lawyers and accountants must complete continuing education. Personal trainers and coaches from many national governing bodies are required to complete continuing education courses in order to recertify.

Because the needs of each coach can vary, the USA Ultimate Continuing Education Program (CEP) accepts a broad range of courses to count toward the recertification requirements. USAU CEP wants you to be reflecting on the areas of improvement you need to make and decide on courses or activities that would improve you as a coach.

When Does Recertification Begin?

The CEP “clock” begins when you become a certified coach. **It is important to note that it is the date the certification test is passed that “starts the clock” not when you attend a clinic.**

All coaching certifications expire December 31 of the third calendar year following passing the certification test. See the table below:

If you were certified between the following dates	Your certification expires
April 1-December 31, 2019	December 31, 2022
January 1-November 30, 2020	December 31, 2023
December 1, 2020-November 30, 2021	December 31, 2023
December 1, 2021-November 30, 2022	December 31, 2024
December 1, 2022-November 30, 2023	December 31, 2025

For the coaches certified prior to October 1, 2020 USA Ultimate extended the deadline to December 31 of the year it was originally going to expire.

What is needed for recertification?

In order to recertify, coaches must complete the required number of CEP credits (8.0) by attending USA Ultimate clinics and/or by participating in other qualifying activities.

¹ A certification for the collegiate and club coaches will be coming.

Only CEP courses taken after you are a certified coach will be accepted. For instance, if you become a certified coach on January 25, 2020 and took a CPR/AED class on January 15, 2020, that CPR/AED class would not count. If you took that class on February 15, 2020 it would count.

A new CEP Cycle will begin at the end of that three year cycle.

Please remember that your criminal background check and SafeSport training may expire at a different time than your membership or certification expires! If this is the case, you'll need to renew your background check and/or SafeSport training in order for your membership and certification to remain active.

Beginning in 2022 a recertification fee will be administered for all coaches. Coaches who do not achieve the CEP credits will pay for a recertification test fee of \$100.

What if I do not get enough CEP credits?

We understand things happen where continuing education might not be possible. If you cannot earn the required number of credits, you must retake your certification clinic and take a recertification test that would be \$100.

What Counts Toward CEP Credit?

In the broadest of terms, a course that will help make you a better ultimate coach is going to count toward CEP. However, the course or seminar does not have to be directly related to ultimate to count. Many organizations offer seminars, webinars or courses that are general coaching courses that would be applicable to a coach of any sport.

Coaches can recertify through any combination of USA Ultimate-offered activities or USA Ultimate approved activities offered by other organizations or coaches.

You may coach another sport and the courses, seminars, etc. that you attend for those courses might count toward your USA Ultimate CEP requirement.

CEP Credit: In general, one contact hour of instruction is equal to one CEP credit.

College courses that are applicable to coaching can also count toward CEP credit. The determination of if the course counts will be at the discretion of the USA Ultimate Youth and Education Manager. If counted, the CEP credit will be equal to the academic credit earned. On the semester or quarter system a three-credit hour class would be worth three CEP credits².

A list of approved courses, providers and CEP units is provided on the USA Ultimate website. If you see a course whether online or in-person and you would like to know if it would count toward CEP credit, please contact the Youth and Education Manager.

Courses that you take for another organization or in another capacity may count.

See below for more information.

² If your college/university does not have a traditional quarter or semester system, please contact the Youth and Education manager for information on assigning CEP Values.

USA Ultimate Certification Clinics

The USA Ultimate certification clinic for High School counts for five (5) CEP units the first time a coach takes it. The course itself is slightly over three hours, but we also give you two (2) credits for having completed all the requirements to become a coach member. Credit is only awarded if the coach passes the test to become certified.

The USA Ultimate certification clinic for Middle School counts for five (5) CEP units the first time a coach takes it. The course itself is slightly over three hours, but we also give you two (2) credits for having completed all the requirements to become a coach member. Credit is only awarded if the coach passes the test to become certified.

If a coach takes the High School clinic and then takes the Middle School clinic, the Middle School clinic would only count three CEP credits (or takes Middle School and then High School). The membership requirements are only counted once.

If a coach is certified as a Middle School coach and takes the Middle School clinic again as a refresher, the course will count for two (hours). Same for a High School coach taking the High School clinic again.

Coaches can take the USA Ultimate certification courses (Middle School, High School and Club/College, when it is launched) a second time to earn two (2) CEP credits.

Another area that coaches can earn CEP credits is through a category called "Service to Ultimate". Service to Ultimate would include organizing GUM clinics, or assisting in projects related to youth or underserved communities through USA Ultimate, or serving on USA Ultimate working groups or committees. **Coaching itself does not count.**

Example One

Please note that all of the examples assume the member has completed SafeSport and the criminal background check and has completed all the requirements for a coach membership that must be kept current.

Jack completes the requirements for the coach membership on March 15, 2020.

Jack attends a High School clinic on April 12, 2020 and passes the certification test to become a High School certified coach on May 15, 2020. The CEP clock has started. Jack has until December 31, 2023 to attain eight CEP credits. For the High School certification, Jack earned 5.0 CEP credits.

Jack then attends a Middle School coaching clinic and passes the test on April 12, 2021; Jack has earned 3.0 credits.

Jack has achieved a total of 8.0 CEP credits and satisfied his CEP requirements.

Example Two

Josie completes the coach membership requirements on January 15, 2021.

She attends a High School clinic on February 8, 2020 and passes the test on February 12, 2021. The clock has started and she has until December 31, 2023, and she has earned five (5) CEP credits.

Josie decides to take an online course that USA Ultimate has pre-approved for three (3) CEP credits. She meets all the requirements of the course and receives a certificate or email indicating she has successfully completed the course on October 12, 2023.

Josie has attained a total of 8.0 CEP credits and satisfied her CEP requirements.

CEP Providers

The CEP program is flexible in that USA Ultimate is not the only source of continuing professional development. While USA Ultimate will provide opportunities to earn CEP credits, we encourage coaches and local disc organizations to create their own courses to meet the needs of local coaches. These can be one-hour seminars before a tournament begins. The topic needs to address some aspect of coaching. The list below offers several categories that can be addressed.

If you want to become a CEP provider for a clinic/course:

- You would submit a form to the USA Ultimate Youth and Education Manager that provides a detailed curriculum for the clinic/course.
- The USAU manager would approve or deny the course for CEP credits.
- If approved a CEP value would be assigned. Typically, one-hour of instruction would equal one-hour of CEP credit.

Any courses approved would be listed on the USA Ultimate site with a link to more information on the activity. The organizer would be able to promote the activity as being a USAU CDP CEP Provider. There is no cost at this time to be a CEP provider.

Someone who offers the same activity several times a year would be able to get approval for all the activities as long as the instructor/presenter stays the same and the curriculum remains the same.

CEP providers are free to charge for the clinics/courses.

The organizer would be responsible for providing the coach with documentation of attendance and any completion requirements.

Non-USA Ultimate Options

We recognize that USAU cannot provide all the educational needs for its coaches. Therefore, we want coaches to be able to seek outside experts or opportunities that meet the coach's needs.

The benefit to taking USAU courses or USAU CEP Provider courses is that you know ahead of time the CEP value of the activity.

Many organizations and individuals offer opportunities for developing and educating coaches. If you find an activity that you think would help you as a coach, you can send the information about the activity to get approval and a CEP value for the activity.

Many other National Governing Bodies (NGBs) offer coaching education and coaching certification courses. These may count toward USAU CEP credits as long as they are not too sport-specific. For instance, attending a USA Hockey clinic to learn how to teach goaltending skills would not count.

Conferences/Symposia

Some NGBs offer large expansive coaching conferences or summits. Some sessions of the conference might be counted toward CEP credits. Let's say you are a US Lacrosse coach as well. You attend the multi-day lacrosse coaching symposium. There is a session that is not specific to lacrosse such as goal-setting. That session could count for CEP credits as long as it is not described as being too lacrosse-focused.

Do not assume an activity will count toward CEP credit if it is not designated by USAU as pre-approved. Feel free to send information about a clinic to the USAU coaching education manager for pre-approval.

What Does Not Count

While USAU wants to be as liberal as possible when it comes to approving the activities that will help you develop as a coach, there will be activities that do not count. For instance, coaching, in and of itself, will not count as CEP credits.

Anything beyond the scope of practice of a coach will not count. For instance, a clinic on taping ankles would not count since medical treatment is considered beyond the scope of practice of a coach even if that coach is an athletic trainer or physical therapist.

Do not assume an activity will count toward CEP credit if it is not designated by USAU as pre-approved.

Activities That Are Approved

We have chosen to use the term "activity" as a catch-all to cover webinars, online courses, seminars, clinics, conferences, etc. **Please note this list is not exhaustive and that a more updated list will be provided online. It is here to serve as examples of activities that have been approved already.**

Activity	CEP Credit	Provider
High School Certification	5.0	USA Ultimate
Middle School Certification	5.0	USA Ultimate
High School Refresher	2.0	USA Ultimate
Middle School Refresher	2.0	USA Ultimate
CPR/AED	2.0	Various
CPR/First Aid	2.0	Various
IcoachKids MOOC 1	3.0	Icoachkids.eu
IcoachKids MOOC 2	3.0	Icoachkids.eu
IcoachKids MOOC 3	3.0	Icoachkids.eu
Positive Coaching Alliance (PCA) Courses	Varies	www.positivecoaching.org
Transformational Coaching	2.0	Changing the Game Project
Clinic Facilitator Training	2.0	USA Ultimate

How do I report and when?

You are responsible for tracking your own CEP credits.

Once you have completed ALL of the CEP requirements, you may submit them. **Please do not send them earlier and do not send them “piecemeal”.**

The proper form will be made available. For most people, they will need to complete a summary form listing the activity, date, location, and CEP value. For a select few who will be chosen at random, they will need to submit the summary form plus proof of completion of each activity.

Recommendation: either electronically or in paper form set up a folder where you can keep the receipts or acknowledgement of attendance.

What if...

I earn more than enough credits?

Well done!!!! The excess credits cannot be carried over to the next three year cycle.

In the future, recognition may be offered to those who exceed the requirements.

I do not earn enough CEP credits?

What if Jack became a certified coach in April 2020 as above and then did no other CEP courses?

Jack would need to take the certification clinic again and pass a recertification test. The clinic fee would be the same as for any clinic. However, the recertification fee would be \$100.

USA Ultimate prefers that its certified coaches pursue educational opportunities to improve; thus, the cost for the recertification exam is meant to dissuade people from taking this route, but it also gives an option for when a coach cannot meet the CEP requirements.

I take a year off?

Let's say you become a certified high school coach in February 2020. You would have until December 31, 2022 to complete the CEP requirements. But because of personal or work issues, you do not coach for a year and do not renew your membership for 2021. This has no effect on the recertification date. You could count any CEP activities done during 2021 toward recertification. You would still need to complete the eight CEP requirements.

I take a certification clinic in October, November, or December of 2020?

USA Ultimate encourages facilitators to hold clinics during what might be less hectic times. USA Ultimate also does not want to penalize you. In cases where a coach member takes a certification course late in the calendar year, USA Ultimate recommends the coach member wait until after December 1 to take the certification test. It is the date that the certification is passed that starts the clock.