

USA Ultimate Coach Recertification Process

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Updates

July 2024: Reduction of credits needed to recertify over a three year period to six from eight. Updated language regarding high school and middle school with youth.

July 2024: All middle school and high school certified coaches have been reclassified as youth certified coaches.

July 2024: The Foundational Coach will be considered a certification starting in 2025. However, specific events may have requirements beyond that. Please see the event information and/or qualifier's packet for each event for specifics.

July 2024: The Foundational Coach training is no longer a prerequisite for taking the youth or college certification.

Clarifications

While the Foundational Coach is a certification, coaches with only that certification are not eligible to recertify with continuing professional development. Foundational coaches will be notified about how to recertify near the expiration of that certification.

Starting in 2024, the Youth Certification has replaced the High School and Middle School certifications. All coaches who were middle school or high school certified have been converted to youth certification. If you had both, they were merged with the later expiration being applied.

If you have either the College or Youth certification and the Foundational Coach and the latter is expiring while the other is still valid, you do not need to renew the foundational coach. The College or Youth will meet the Foundational Coach requirements for events.

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 or complete the online training.**

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
December 1, 2021-November 30, 2022	December 31, 2024
December 1, 2022-November 30, 2023	December 31, 2025
December 1, 2024-November 30, 2025	December 31, 2026

What is needed for recertification?

In order to recertify, coaches must complete six (6.0) CEP credits by attending USA Ultimate clinics and/or by participating in other qualifying activities.

Only CEP courses taken after you are a certified coach will be accepted. For instance, if you become a certified coach on January 25, 2023 and took a CPR/AED class on January 15, 2023, that CPR/AED class would **not** count. If you took that class on February 15, 2023 it would count.

A new CEP Cycle will begin at the end of that three year cycle. For coaches whose certification expires on December 31, 2024, the new cycle will begin then regardless of when you recertify.

A recertification fee will also be required of \$25.

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.

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 or online asynchronous course. Each is roughly three hours long.

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.

Teachers often attend trainings that may count. For instance, workshops on classroom management or trauma informed teaching may be counted.

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 credits¹.

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.

Coaching itself does not count.

Multiple Certifications

Sean became a youth certified coach in February 2023. That certification will expire 12/31/2025. In March 2024, Sean then completes the college certification that counts for three CEP credits and is certified as a college coach. The college certification will expire 12/31/2026.

Each certification will require recertification. However, the college certification would count as three credits toward the youth recertification. In addition, a continuing education activity taken in November 2024 (e.g, the USAU Coaching Convention) could count for both recertifications. So you can use one activity for two recertifications.

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.

¹ 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.

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
Youth Certification	3.0	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
TrueSport Mental Health Student Athlete conference	4.5	USADA/TrueSport

How do I report and when?

You are responsible for tracking your own CEP credits.

A form will be sent in the fall of the year in which your certification expires. Preferably complete the recertification process before the end of the year so that your certification is not interrupted.

What if...

I earn more than enough credits?

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

I do not earn enough CEP credits?

You will need to take the certification course again and pass a recertification test.

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 youth coach in February 2022. You would have until December 31, 2024 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 2024. This has no effect on the recertification date. You could count any CEP activities done during 2024 toward recertification. You would still need to complete the six CEP requirements.

I take a certification clinic in October, November, or December of 2022?

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.