



Instructions for Required Certifications

If you have any questions throughout the process, please send an email to Diane Hafoka at dhafoka@norcalusasoftball.org. We are here to help!

Part 1 of 2 - Completing SafeSport and Becoming ACE Certified

Click on the link below to start the process of completing the above items.

RegisterUSASoftball Website:

<https://www.registerusasoftball.com/Account/Login.aspx?ReturnUrl=%2fdefault.aspx>

Log into the website using your past login information or if you are new, create an account by filling in the information under the heading: *Think you may already have an account or want to create one?* Follow the prompts to create an account.

Once you are logged in, scroll to the bottom of the page, make sure you are on the Background Check tab and click **Purchase**.

Background Check	ACE Education	SafeSport	Registration Status						
<h3>Background Checks</h3> <p>Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Education.</p> <p>If you need to take your ACE exam click on the ACE Education tab to purchase ACE with a background check to receive a discount on your purchase.</p> <p>For the 2022 season, we will be enabling electronic cards temporarily until we receive our card stock. Please check here for available 2022 Background Check and/or ACE card(s).</p> <p>Background Check Status:</p> <table border="1"><thead><tr><th>Background Check Purchase</th><th>Background Check Status</th><th>ACE Education</th></tr></thead><tbody><tr><td><p>In order to participate in the 2022 season, or become ACE Educated, you must first purchase and pass a background check.</p><p>Purchase</p><p>↑</p></td><td><p>Status: There is no record of a purchase for your Background Check. Please see the Purchase Status located to the left for more information.</p></td><td><p>You currently cannot start ACE Education until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.</p><p>Click here to go to the ACE Education tab.</p></td></tr></tbody></table>				Background Check Purchase	Background Check Status	ACE Education	<p>In order to participate in the 2022 season, or become ACE Educated, you must first purchase and pass a background check.</p> <p>Purchase</p> <p>↑</p>	<p>Status: There is no record of a purchase for your Background Check. Please see the Purchase Status located to the left for more information.</p>	<p>You currently cannot start ACE Education until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.</p> <p>Click here to go to the ACE Education tab.</p>
Background Check Purchase	Background Check Status	ACE Education							
<p>In order to participate in the 2022 season, or become ACE Educated, you must first purchase and pass a background check.</p> <p>Purchase</p> <p>↑</p>	<p>Status: There is no record of a purchase for your Background Check. Please see the Purchase Status located to the left for more information.</p>	<p>You currently cannot start ACE Education until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.</p> <p>Click here to go to the ACE Education tab.</p>							

Select the option **ACE w/Background**.

Fill in the required information for the background check, then complete payment information.

You must go back to the RegisterUSASoftball website to check your clearance of your background check. You will not be notified once you have cleared it, USA Softball puts that responsibility on you. Clearance can take as quick as two minutes and up to two weeks.

After your background check has been cleared, next you will click on the **SafeSport** tab.

First time users will need to create an account. Returning coaches will need to remember their login credentials for their account.

When logged in the SafeSport website, click on **My Courses**

You will then be prompted which course to complete.

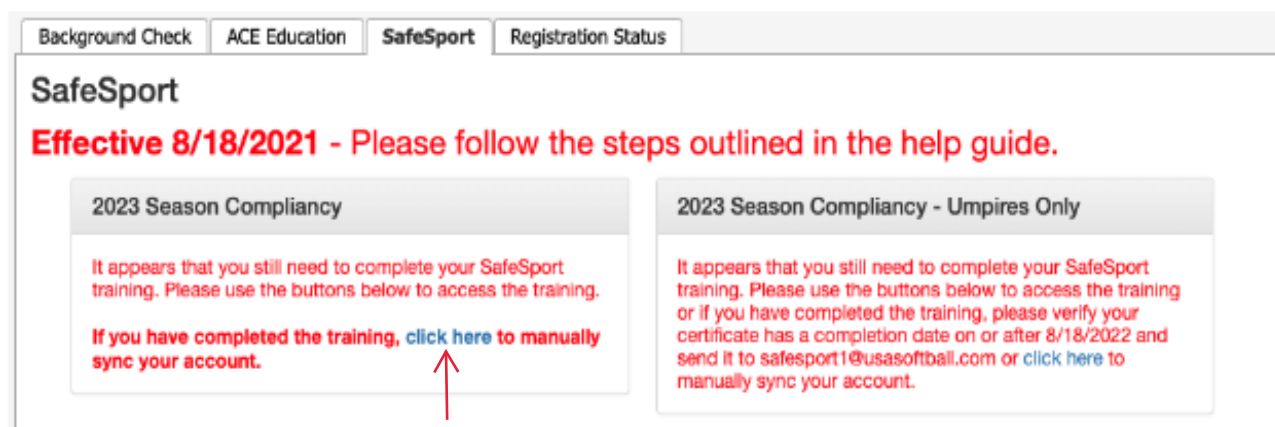
****If you are not prompted you may need to enroll or reenroll in a course. The order of courses to complete is as follows: SafeSport Trained NGB1, Refresher 1, Refresher 2, and Refresher 3. Once you have completed the last, Refresher 3, then you start at the beginning again with SafeSport Trained NGB1. Only one course is required per year.****

You must complete your SafeSport course before moving onto the ACE certified training.

After completing the coursework for SafeSport, return to the USA Softball Register website:

<https://www.registerusasoftball.com/Account/Login.aspx?ReturnUrl=%2fdefault.aspx>

The SafeSport website and the USA Softball website don't always communicate effectively that you've completed your course work. You may need to sync your account after you complete your training.



If you can not sync your account manually, you will need to complete the following steps:

1. Log back into your SafeSport account.
2. Click on your most recent course work completed in SafeSport.
3. Click under **Certificate** to download a copy of completion of course work.



4. Send your certificate to dhafoka@norcalusasoftball.org, to assist in syncing your SafeSport account to your USA Softball account.
 - a. You will receive an email notification when the sync is completed so you can move onto the next step of the process.

Now you are ready to move onto your ACE certified training.

There are two ways to access the training.

The first, on the Background Check tab, look at the blue highlighted ACE Education tab and click on [Click here](#).

Background Check	ACE Education	SafeSport	Registration Status
------------------	---------------	-----------	---------------------


Background Checks

Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Education.

If you need to take your ACE exam click on the ACE Education tab to purchase ACE with a background check to receive a discount on your purchase.

For the 2022 season, we will be enabling electronic cards temporarily until we receive our card stock. Please [check here](#) for available 2022 Background Check and/or ACE card(s).


Background Check Status:

Background Check Purchase You have already purchased a Background Check for the current season. Please check the status of your Background Check to the right of this message. Already Paid	Background Check Status Status: Your Background Check has Cleared and is valid through 8/31/2022 . Please check the ACE Education tab for the status of your 2022 ACE test. Receipt:	ACE Education You are now eligible to proceed to the ACE Education Section if you have not already done so. Click here to go to the ACE Education tab. 
--	--	---

The second way, click on the ACE Education tab and look for the yellow highlighted Test Availability and click on [Click Here to Enter or Resume the ACE Exam](#)

Background Check	ACE Education	SafeSport	Registration Status
------------------	---------------	-----------	---------------------


ACE Education



Welcome to the new ACE Testing Dashboard. Here you'll find everything you need pertaining to ACE Education. Below are links to the ACE Testing Center, review previous tests, and if you have previous ACE tests completed a table of collected information pertaining to prior ACE Education.

SafeSport (view SafeSport tab above for more info)
Beginning in the 2018 season, **all ACE coaches must first take the U.S. Center for SafeSport's SafeSport courses prior to starting ACE.**


2022 Status:

ACE Purchase Status You have purchased the highest level of ACE. No further purchases will be available until next season. Please check the status of your ACE exam located to the right of this message. Already Paid	Test Availability ACE Status: Level 3 Complete. Level 4 Now Available. Click Here to Enter or Resume the ACE Exam  Receipt:	ACE Test Review After completing an ACE exam, the videos along with supporting documentation will be made available to you for all ACE Levels you have completed. Review
---	---	---

You have completed your ACE Education training when the Test Availability reflects complete.

[Background Check](#) [ACE Education](#) [SafeSport](#) [Registration Status](#)

ACE Education



Welcome to the new ACE Testing Dashboard. Here you'll find everything you need pertaining to ACE Education. Below are links to the ACE Testing Center, review previous tests, and if you have previous ACE tests completed a table of collected information pertaining to prior ACE Education.

SafeSport

(view SafeSport tab above for more info)

Beginning in the 2018 season, **all ACE coaches must first take the U.S. Center for SafeSport's SafeSport courses prior to starting ACE.**

2022 Status:

ACE Purchase Status

You have purchased the highest level of ACE. No further purchases will be available until next season. Please check the status of your ACE exam located to the right of this message.

[Already Paid](#)

Test Availability

ACE Status: Level 4 Complete.

Receipt:

ACE Test Review

After completing an ACE exam, the videos along with supporting documentation will be made available to you for all ACE Levels you have completed.

[Review](#)

Part 2 of 2 - Completing Concussion Training

You need to complete your concussion training every other year.

Click on the link below to start the process of completing your concussion training.





<https://www.cdc.gov/headsup/youthsports/training/index.html>

Scroll down to the heading: Launch the Training and select For Coaches.

Launch the Training

The HEADS UP to Youth Sports: Online Training is available to **coaches, parents, sports officials, athletic trainers, and other individuals** interested in learning about concussion safety.

Click one of the following links to access the best course for you:

- For Coaches: Click [HERE](#)  to launch the course ←
- For Parents: Click [HERE](#)  to launch the course
- For Sports Officials and Athletic Trainers: Click [HERE](#)  to launch the course
- If you are NOT a Coach, Parent, Sports Official or Athletic Trainer: Click [HERE](#)  to launch the course

You will be redirected to an outside website. Then you will either need to create an account or sign into your existing account if you have coached before in our league.

Once you are logged in, click on Pre-Assessment to begin your training.



HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS HELP

HEADS UP to Youth Sports: Online Training for Coaches

< Back

✕ Withdraw

🔍 Pre-Assessment



CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

Pre-Assessment Pending

Web-Based Training - Self-Study

Skill Level: Introductory

0.45h

★★★★★ (68047 Ratings)

If you are having issues creating an account, starting the course, or navigating the course, please use the Create an Account and FAQ documents located in the Resources tab below.

This course was not designed for mobile devices. If you are having issues while on a mobile device, please try a laptop or desktop.

▼ Show More

You will complete a five part course to fulfill your concussion training requirement. At the end of your training, you will take a post-exam. Once you have passed, please download your certificate of completion.



Please send your certificate to dhafoka@norcalusasoftball.org to have uploaded to your Register USA Softball profile.