

If these tasks are not completed, your status in the USA Hockey (USAH) system will be marked as inactive (grayed out), and you will not be eligible to be added to a roster. These requirements are set by USAH and must be followed.

1. Register with USAH as a Coach
2. Register with SAHA as a Coach
 - a. This is a **DIFFERENT** registration than the intent to coach registration.
3. Complete SafeSport – required every year!
4. Complete Background Check - asap
 - a. If required as noted in your USAH coaches account
5. Complete the age specific module
 - a. 8 & under, 12 & under and 13 & over
6. Complete Concussion Certification
7. Complete your Coaching Education (CEP) level by December 31, 2025.
 - a. These need to be completed every year in order (1, 2, 3, 4), they are not based on the level you are coaching.
 - b. Level 4 – valid for 3 seasons and then you need to complete 5 continuing education courses in advance of your certification expiring

COACHING INFORMATION FOR THE SEASON

SAFE SPORT ONLINE TRAINING PROGRAM

Any person requiring Safe Sport Training will be “Grayed Out” and not eligible to be placed on a roster until the has been completed and transmitted to USAH. For those renewing their Safe Sport, the course will be available 60 days prior to their expiration date. USAH sends emails to members 30 days and 15 days prior to expiration, reminding them to take the training. If a member does not take the training, they will receive an email on day of expiration indicating they are no longer eligible for participation in USA Hockey and member programs.

AUTOMATIC REDLINE: If a coach is on an approved roster and their Safe Sport expires, the system will automatically redline this member. The members will need to work together to clear the redline. Once the member completes the training, it will report to USAH within an hour of completion. Auto redlines will NOT automatically revert. Tell the registrar once you complete your Safe Sport.

COACHING EDUCATION PROGRAM (CEP) REQUIREMENTS

All USAH Coaching Education Program (CEP) Certification opportunities are posted on the Coaching Profile Page at USA Hockey Learning Center. More information on steps to become a coach can be found here: <https://www.usahockey.com/coachingcertification>.

Questions - Jeanette Geisbauer | 612-978-2901 | registrar@stillwaterhockey.net

- ***NEW*** 6U/8U CEP level (includes Learn to Skate) for new coaches. Coaches need Level 1 once they begin coaching an age class of 10U or above. The 6U/8U CEP is valid for 5 years. A refresher will be needed after 5 years. No need to progress to Level 1 unless you are coaching a higher level. Expired coaches can continue to coach 6U/8U/LTS.
- Level 1, 2, 3 will be valid for one season
- As of the 2021-22 season, coaches who obtained Level 4 are part of the continuing education path. Level 4 is valid for three seasons; coaches need to take 5 credits for continuing education to advance the expiration to the next three year cycle.

Grandfathered Level 4 & 5 coaches; if the coach had their Level 4 or 5 prior to January 1, 2021, and was not a coach on a category Tier I or Tier II roster since that date, they are grandfathered into the system and their expiration remains as 12/31/2099.

Continuing Education courses will be posted in the Coaches Section; these could be virtual or in-person courses, online videos, or clinics. Additional information can be found online <https://www.usahockey.com/coaching-continuingeducation>.

A coach on the continuing education path is required to earn 5 credits before their expiration date; if they earn more than 5 credits once they reach their expiration date all earned credits will go to zero and the expiration will move out to a new expiration date (3 years for Level 4, four years for Level 5). Extra credits over 5 will not carry over.

If a coach reaches the expiration date and does not have 5 credits, they will be auto redlined on 1/1/2026 by USA Hockey and no longer eligible to coach. There will be no temp card issued for this. In addition, they then need to fulfill the credit requirement to be eligible next season and move the expiration date out three seasons.

A coach may attend only one (1) certification clinic (Level 1, 2, 3, 4, 5) per year. Coaches who do not coach in continuous years must reenter the program at the next level when they resume coaching responsibilities.

AGE SPECIFIC MODULE

- Coaches **MUST** have the appropriate module completed **PRIOR** to being placed on a roster.
- Age modules for 2025-26 will be 8 & under, 12 & under and 13 & over.
- The new Fundamental module will first need to be completed before a coach can take the appropriate age module.
- The older modules are still good if already completed (8U, 10U, 12U, 14U & 16U/18U/l 9U).

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MN HOCKEY COACH CONCUSSION CERTIFICATION

MN Hockey adopted requirements for Coaches and assistant Coaches to obtain concussion training prior to participating in any team activity. All head and assistant coaches are required to complete concussion training every 2 seasons. MN Hockey recommends training from the CDC or if a coach completes an age module for the prior or current season this would be considered trained. Other concussion training programs are also okay as long as a certificate of completion can be printed/downloaded and turned into the association.

Please refer to the MN Hockey website for the required Coach Concussion Certification document. Associations must obtain confirmation that this requirement has been completed prior to rostering the coach.