

USAS Coaching [Re]Certification Step-by-Step

1. REGISTER for membership status with USA Swimming (USAS)
 - a. EMAC Office (office@emaswim.org) will generate a link sent via email, which in part may require the creation of an online USAS account to complete registration
 - i. Registering as Jr Coach (16 & 17 y/os)
 1. "If the athlete is registered as a Premium member (not a Flex or Outreach member) for the current registration period, the second USA Swimming membership fee is waived if both memberships are under the same LSC. NOTE: LSCs are not obligated to waive their LSC membership fees that are in addition to USA Swimming membership fees."¹
 - ii. Registering as Coach (18&O) will be a non-athlete membership
 - b. Retain all receipts for reimbursement from EMAC Office
 - c. Annual renewal will occur in roughly November each year
 - i. EMAC Office will generate link and send via email to all current staff
 - ii. Registration is only good until end of calendar year regardless of when originally done
2. COMPLETE coaching requirements.² To do so, on a Desktop or Laptop (NOT PHONE) sign into [USAS Portal](#) and access "Education" > "Course Catalog" Tabs. **SAVE ALL CERTIFICATES IF AVAILABLE, OTHERWISE SCREENSHOT COMPLETION NOTICE:**
 - a. **CPR/AED CERTIFICATION**³
 - i. Usually done as part of LG Certification for which EMAC can provide classes at no cost
 - ii. LG Cert must be submitted by coach via email to MA Registrar, currently Amy Steeves (amy@maswim.org); CC supervising EMAC competitive staff member & office@emaswim.org on email
 1. When you contact the MA Registrar please be CLEAR and descriptive in your email title and purpose, ex:
 - a. EMAC, John Doe, LG & CPR/AED Certification Submission
 2. Do not submit until USAS account/membership is confirmed to exist
 - iii. Renewed every 2 years
 - b. **SAFETY TRAINING FOR SWIM COACHES** (STSC, ONLINE & IN-WATER)
 - i. STSC in-water requirements usually met by LG certification (see above)
 - ii. STSC online, Filter By - "All Courses"; Course Format Filters - "Other"
 - iii. Renewed every 2 years
 - c. **CONCUSSION PROTOCOL TRAINING**
 - i. Filter By - "All Courses"; Course Format Filters - "Courses"

¹ <https://www.usaswimming.org/coaches/popular-resources/junior-coach-membership-faqs>

² <https://www.usaswimming.org/coaches/coaching-membership-requirements-checklist>

³ <https://www.usaswimming.org/coaches/coaching-membership-requirements-checklist/coach-safety-requirements/>

- ii. Use CDC or [NFHS](#)
 - iii. No renewal on completion
 - iv. Concussion Cert must be saved on completion and submitted by coach via email to MA Registrar, currently Amy Steeves (amy@maswim.org); CC supervising EMAC competitive staff member & office@emacswim.org on email
 - 1. When you contact the MA Registrar please be CLEAR and descriptive in your email title and purpose, ex:
 - a. EMAC, John Doe, Concussion Certification Submission
 - d. **CRIMINAL BACKGROUND CHECK⁴**
 - i. NOT required for Jr Coaches
 - 1. 30-day grace period from 18th birthday for completion
 - ii. Filter By - “All Courses”; Course Format Filters - “Other”
 - iii. Retain all receipts for reimbursement from EMAC Office
 - iv. Renewed every 2 years
 - e. **ATHLETE PROTECTION TRAINING (APT)**
 - i. NOT required for Jr Coaches
 - 1. 30-day grace period from 18th birthday for completion
 - 2. Required for 18 y/o athletes as well
 - ii. Filter By - “Safe Sport Courses”
 - iii. Renewed every year
 - 1. Year 1: SafeSport Trained,
 - 2. Year 2: Refresher 1,
 - 3. Year 3: Refresher 2,
 - 4. Year 4: Refresher 3,
 - 5. Year 5: SafeSport Trained (cycle restarts)
 - f. **USADA COACH'S ADVANTAGE TUTORIAL**
 - i. Filter By - “All Courses”; Course Format Filters - “Courses”
 - ii. Renewed every year
 - g. **COACH CERTIFICATION**
 - i. Filter By - “All Courses”; Course Format Filters - “Courses”
 - ii. “Welcome to USA Swimming” & “The Quality Coaching Framework” must be completed prior to first year on deck
 - iii. “The Quality Coaching Framework” must be completed prior to second year on deck
3. QUESTIONS regarding this process can be directed to USAS:
- a. Membership - membership@usaswimming.org
 - b. Background Check - backgroundcheck@usaswimming.org
 - c. Coach Certification, APT, and Coach's Advantage - education@usaswimming.org
4. ALL coaches must complete EMAC employment paperwork, independent of USAS Certification

⁴ <https://www.usaswimming.org/safe-sport/complete-a-background-check>