

To: Affiliate Presidents, District Directors, District Registrars, Youth Council, Coaches Section,
Girls'/Women's Section

The Coaches Section has written the policy below in regards to allowing more time for coaches to complete the online age-specific modules. This policy has been approved by the Executive Committee. We are also sending the attached message to the few thousand coaches who have yet to register for a module. We appreciate your efforts in making sure coaches are in compliance with the Coaching Education Program certification requirements.

Thank you,
Mark Tabrum
Director, Coaching Education Program

**USA HOCKEY
POLICY STATEMENT
COACHING EDUCATION PROGRAM
MODULE EXTENSION**

PURPOSE:

To notify USA Hockey Districts and Affiliates of USA Hockey's decision to temporarily extend the availability of USA Hockey Coaching Education Program's Online Age-Specific Modules for the 2011-12 season.

GOAL:

To extend the availability of USA Hockey Coaching Education Program's Online Age-Specific Modules past the December 31, 2011, deadline date established in June 2010.

PROCEDURE:

1. The USA Hockey National Office and Coaches Section will notify the affiliate presidents, district directors and registrars of the extension and the outlined procedure.
2. The online age-specific modules will be extended for the month of January and must be completed by 11:59 p.m. PST January 31, 2012.
3. USA Hockey's National Office will notify via e-mail all registered coaches the week of January 2nd with two e-mails of their need to complete the online age-specific modules by January 31, 2012, if they have not already done so.
4. For coaches hired or appointed prior to January 31, 2012, temporary cards will not be given for the online age-specific modules.
5. For coaches hired or appointed after February 1, 2012, they can apply for a temporary card for both their CEP certification and online age-specific module with their District Coach-in-Chief.
6. On December 23, 2011, the National Office will send an e-mail to coaches and other selected USA Hockey members advising them of the extension and the process.
7. Prior to December 31, 2011, National Office Staff and District Coaches-in-Chief will communicate with coaches, affiliates and districts to encourage completion by the original December 31st deadline.
8. For the current 2011-12 season only, coaches are required to complete a minimum of one online age-specific module and are strongly encouraged to complete the online age-specific module for each team they are rostered with if coaching more than one team.
9. Beginning February 1, 2012, USA Hockey's policy is that coaches who have not completed the certification and online age-specific module requirements will no longer be able to participate in team activities, including but not limited to: games, practices and off-ice activities.