

1. Access [www.usahockey.com](http://www.usahockey.com)
2. Access the COACHES pull down the menu

The screenshot shows the USA Hockey website homepage. At the top, there is a navigation bar with links for SHOP, TRAVEL, and SPECIAL OFFERS. A search bar is located on the right. Below the navigation bar is a main banner area with a large image of a hockey player and a call to action: "WANT TO EARN \$2500? SIGN UP NOW". Below the banner is a secondary navigation bar with links for PLAYERS, COACHES, OFFICIALS, TEAM USA, ABOUT USAH, EDUCATION & TRAINING, and MEMBERSHIP. The "COACHES" link is circled in blue. Below the navigation bar, there is a main content area with a large image of a hockey player and a headline: "West Madison Polar Caps win \$2,500 grant". To the right of the main content area, there is a "NEWS & FEATURES" section with a list of articles, a "twitter" widget, and a "register online" button.

3. Select Online Certification List

The screenshot shows the USA Hockey website homepage with the "COACHES" dropdown menu open. The "Online Certification List" option is circled in blue. The dropdown menu contains the following items: Register online, Coaching, Online Certification List, FAQ, Level 5 Symposium, ACE Program, Coaches in Chief Contact Information, Coaching Materials, Learning Center, Ask the Coach, Responsible Coaching, Licensees, 2002 Olympic Puck Possession Study, and COACH RELATED NEWS. The "COACH RELATED NEWS" section is visible in the background, showing a list of articles. The rest of the page layout is identical to the previous screenshot.

4. Enter last name, select VT for state and click search

5. Click on desired last name

Status	Last Name	First Name	CEP #	City	State	Level	Expire Date	Age Specific Modules
✓	FORCIER	DANIEL	308409	ESSEX JUNCTION	VT	3	12/31/2013	MT, SQ

1 Records Found |< < 1 > >|

**Status Legend**

- ✓ Has an up-to-date certification AND has completed at least one online age-specific module (the coach or association must verify that the module is the correct one for the age level of play being coached).
- 1 Must update your certification in accordance with the rules and requirements OR complete an online age-specific module for the age level of play being coached by Dec 31.
- 2 Must update your certification in accordance with the rules and requirements AND complete an online age-specific module for the age level of play being coached by Dec 31.

**Age Specific Module Legend**

Mite	Bantam	Squirt	Midget	Pee Wee	Disabled
MT	BA	SQ	MD	PW	DB

6. Click on print from the Coaching Certification Details pop-up box

**Coaching Certification Details**

FORCIER, DANIEL CEP: 308409 ESSEX JUNCTION, VT

Certification Levels			Age Specific Modules	
Level	Season Received	Expires	Module	Season Received
1	2010-11	12/31/2011	Mite (8 & Under)	2011-12
2	2010-11	12/31/2011	Squirt (10 & Under)	2011-12
3	2011-12	12/31/2013		

**CLOSE** **PRINT**

7. Print CEP card (front and back) from the pop-up window.

