



Level 1 Certification Frequently Asked Questions (FAQ's)

Why should I become certified?

Be on the cutting edge of lacrosse coaching. Your Level 1 certification verifies that you have achieved coaching knowledge from the ONLY standardized lacrosse coach training program in the US developed and endorsed by the leader in the sport, the national governing body, US Lacrosse.

Earning a certification from US Lacrosse means that you have passed a world-class background check through the National Center for Safety Initiatives (NCSI), that you have completed three solid foundational coaching education offerings—the US Lacrosse Level 1 online course, Level 1 instructional clinic, and Positive Coaching Alliance workshop Coaching for Winning and Life Lessons (DGC 1), and that you are an insured, coach member of US Lacrosse.

Who can become certified?

US Lacrosse coach category adult members.

We are sorry, individuals under 18 years of age are not eligible for certification. They may however participate in clinics and online courses, and they are encouraged to do so if they will be assistant coaching or working at lacrosse camps for youth.

What does certification cost?

The cost to apply for certification is \$35; for residents of New York state the cost is \$52

How do I become certified?

Please see the steps for [certification](#) which are found at <http://www.lacrosse.org/cep/certification.phtml>. They are also below followed by the FAQ's for each step.

STEP 1: Get the knowledge: Complete your educational components (EC's)

- ∞ PCA workshop Coaching for Winning and Life Lessons (DGC 1) course is completed on-line or at live workshop
- ∞ CEP [Level 1 on-line course](#) is completed
- ∞ CEP [Level 1 Instructional Clinic](#) is completed

STEP 1 FAQ's

Do I have to complete my educational components in any particular order?

No! You may do any of these at any time. You are eligible for a discount registration to a Level 1 clinic if you complete the Level 1 online course before registering for the clinic. Just make sure you keep copies of your certificates for your coaching portfolio.

How long are my initial educational components good for?

Your prior participation in any of the three educational components at any time since their initial launch counts toward your initial certification. The Level 1 online courses launched in July 2004. Level 1 clinics launched September 2005.

Can I mix and match men's and women's online courses and clinic components?

To become certified, you must take the same online course and clinic (for example, men's online course, men's clinic). We do invite you to become certified in both the men's and women's game if you coach both.

Where can I complete my educational components?

The [Level 1 online courses](http://www.uslacrosse.org/cep/online.phtml) are found at <http://www.uslacrosse.org/cep/online.phtml>

The schedule of [Level 1 clinics](http://www.uslacrosse.org/cep/fall07winter08clinics.phtml) can be found at <http://www.uslacrosse.org/cep/fall07winter08clinics.phtml>

The online version of [Coaching for Winning and Life Lessons](http://www.positivecoach.org/CertOnline.aspx) is available at <http://www.positivecoach.org/CertOnline.aspx>

PCA in-person workshops are mostly sponsored by your local sports organization. Contact your administrator or local chapter to find out if they are partners with PCA. US Lacrosse also offers workshop grant opportunities to lacrosse organizations to assist in bringing these workshops to local areas. Visit <http://www.uslacrosse.org/programs/partners.phtml> for more information. There is also always a Coaching for Winning and Life Lessons workshop at the [US Lacrosse National Convention](#).

What if there aren't any clinics in my area?

You have a few options. US Lacrosse strives to host a clinic in all 16 regions annually. You may look at the clinic schedule and make plans to attend the one in your region. You may also encourage your US Lacrosse [chapter](#) to consider hosting a clinic in your area. Information about [hosting](http://www.lacrosse.org/cep/host.phtml) is found at <http://www.lacrosse.org/cep/host.phtml>.

US Lacrosse also annually runs a Level 1 clinic at the National Convention in January each year.

Do I need to pass any tests for certification?

The only test you need to pass is the Level 1 online course test. You will not be issued your certificate of completion if you do not.

STEP 2: Do the paperwork: Submit your documentation
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| <ul style="list-style-type: none">∞ Download the coaching portfolio (CP) from the web∞ Fill it out completely, carefully following all instructions on the form∞ Attach certificates from your educational components where instructed∞ Send the portfolio to US Lacrosse∞ We will contact you via e-mail when your portfolio has been reviewed |
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STEP 2 FAQ's

Do I have to pay anything to submit my coaching portfolio?

No. You will not need to pay anything until you apply to certify online (Step 3).

What do I do if I don't have my Level 1 certificates?

You may request a new Level 1 online course certificate from support@uslcourses.com

You may choose in your portfolio to have US Lacrosse check its database for your Level 1 online course or clinic completion. Note that if you choose this option on your [coaching portfolio](#), the final burden of proof lies with the applicant.

What do I do if I attended a PCA workshop but no longer have my certification card?

Send your full name, address, date of workshop, location (city, state) and trainer (if known) to sportdevelopment@uslacrosse.org. US Lacrosse will then forward your information to PCA to confirm that you indeed attended a workshop.

-if you attended a DG-C workshop within the past year, PCA will mail you a certification card

-if it has been over one year, PCA will verify via e-mail the date in which you completed the workshop. This e-mail will serve as your certificate

-if you are not in PCA's database, you will be notified.

Note: You will not be in PCA's database only if you did not sign in to your workshop.

Again, the final burden of proof lies with the applicant.

What happens when I send my portfolio in?

US Lacrosse reviews your components and records in your US Lacrosse database record that we received and reviewed your portfolio. We then send you via e-mail the online link to become certified. Make sure the e-mail address you put on your portfolio is the address you want this e-mail sent to.

How long does this step take?

Please allow 2-4 weeks for the portfolio review. Some times of year are busier than others. If you apply to certify during peak season (January and February) be prepared for a longer wait than at off-peak times of year.

STEP 3: Take the plunge: Apply to certify

- Go to the link provided to you in the e-mail
- Fill out the online application which also collects information to run our state of the art background check
- The cost for certification is \$35; for residents of New York state the cost is \$52
- Your membership before starting this step must be good for 6 months from the date you apply to certify.

STEP 4 FAQ's

Why is there a fee to apply to certify?

It costs a significant amount for US Lacrosse to issue a certification of this caliber and offer the "check-it-twice" background check which includes national and county searches. We have worked hard to keep these costs down for you. If certification costs are prohibitive, we encourage you to contact your local chapter. Local chapters receive rebates from US Lacrosse based on the membership in its region, and many chapters utilize those funds to support the game on the local level.

Why does it cost more for residents of New York state?

Our background check runs national and local database searches, including county searches. New York state requires additional local court fees to conduct these searches.

Who is your background check provider?

Our provider is the National Center for Safety Initiatives (NCSI). For more information on their product and its merits, visit <http://www.ncsisafe.com>.

Why do you run a background check as part of certification?

In today's society, it is important that coaches are able to show that they meet the standards set by the [National Council of Youth Sport](http://www.ncys.org) (NCYS) persons safe to work with youth. (Their website is www.ncys.org if you desire more information) Your certification verifies that you have been screened based on these criteria. This is a benefit to you as you seek coaching positions and as the coaching market becomes more competitive. It also allows your league administrators to rely on US Lacrosse and not a sub-par background check company that would not be as diligent. In fact, US Lacrosse receives no personal information from NCSI about you or the results of your check other than the green light or red light indicator which is based on already agreed upon criteria. This is not always the case with other background check providers. Your information is completely confidential.

I have a background check already. Why do I need to pay to do another one?

It is important to US Lacrosse that all certified coaches have a consistent check through one group based on the same criteria, criteria that is nationally recognized as the standard for youth coaches (and based FBI PROTECT Act and the National Center for Missing and Exploited Children).

The scope and thoroughness of a background check varies widely from organization to organization based on criteria and vendor. For certification to be meaningful US Lacrosse believes

that the National Center for Safety Initiatives (NCSI) offers the most comprehensive service based on criteria that has been nationally established.

What are the criteria for passing the background check?

The criteria for this criminal background check is based on the FBI PROTECT Act and the National Center for Missing and Exploited Children.

Convictions for the following crimes will lead to an applicant receiving a "red light" from NCSI:

- R1: Any felony (any crime punishable by confinement greater than one year)
- a. Defined on the basis of exposure for the offense for which the defendant was convicted, pled guilty or pled nolo contendere. If pled down, then the crime to which the defendant ultimately pled.
 - b. Defined as all crimes punishable by greater than one year in jail or prior, regardless of how characterized by jurisdiction. If range, alternate sentencing, or indeterminate sentencing, outer range > one year.
- R2: Any lesser crime involving force or threat of force against a person
- R3: Any lesser crime in which sexual relations is an element, including "victimless" crimes of a sexual nature (including pornography)
- R4: Any lesser crime involving controlled substances (not paraphernalia or alcohol)
- R5: Any lesser crime involving cruelty to animals

Who finds out the results of my background check?

The only result of the criminal background check that will be disclosed by NCSI to US Lacrosse is whether the background check resulted in a "red light" or "green light". NCSI will not disclose the basis for a "red light" determination and NCSI will maintain the confidentiality of the actual results of the criminal background check. The NCSI procedures for the conduct of criminal background checks include an appeal process through NCSI, and a final "red light" or "green light" determination will not be made until the completion of any such appeal process.

What happens if I don't receive a green light?

If you receive a "red light" determination, US Lacrosse shall refuse coaches certification and the applicant not be entitled to membership in US Lacrosse as a coach. US Lacrosse does not accept or consider any further appeal once a "red light" determination has been made.

Why must my membership be good for 6 months?

Your certification expires with your membership as a coach to US Lacrosse. We want to ensure that you will not need to renew your certification (and payment for the background check fee) shortly after you certify. Once you renew one time, your certification will be synched with your membership expiration.

My membership is good for another 5 months! Can I still apply?

Certainly. You may decide you want to wait a few more months to use the certification link that is provided to you. It will not expire, just don't lose the e-mail since you won't find the link posted publicly on our website currently. If you need the certification immediately, please contact sportdevelopment@uslacrosse.org to speak to a representative.

How do I make sure I have a coach category membership before I apply to certify?

The system will stop you if you do not have the correct category in your record. If this is the case, please contact membership@uslacrosse.org or call 410-235-6882 x102 to have your record updated. This can be done immediately upon speaking with a representative. You can [check your membership category](#) by going to <https://secure.uslacrosse.org/m.cfm>.

US Lacrosse changed its membership categories in 2007. When you renew as an adult member, you will be asked to indicate your sub-category. Please make sure that you indicate that you are a "coach" when prompted.

Why must I have coach category membership?

Part of being a certified coach verifies that you have comprehensive insurance coverage, including liability insurance. This is valuable to your program or league. For more information about what your [insurance](#) through US Lacrosse coach category membership includes visit www.bollingerlax.com or the membership section of our website. Your coach category notation ensures that you have the correct coverage should you need it.

Who do I contact if I have difficulty with the online application?

Please contact sportdevelopment@uslacrosse.org if you experience difficulty. Please use "certification" in your subject line to expedite an answer. It is also helpful if you are specific with your difficulty and can attach a screen shot where you are experiencing trouble. Vague e-mails about simply having a problem make it harder for us to diagnose the root of the problem quickly.

What web browser do I need to use to complete the online certification application and background check registration?

US Lacrosse and NCSI recommend the use of the following browsers for the certification registration process - Internet Explorer, Mozilla Firefox, Netscape, or Opera.

I use a Macintosh. Is this going to be a problem?

There are known problems with the Safari browser and the background check online registration process. NCSI recommends the use of the Mozilla Firefox browser for the self registration process until the problems for Safari can be fixed.

STEP 4: Get it: You are certified
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| <ul style="list-style-type: none">▪ When your background check has been satisfactorily completed, you will receive a confirmation e-mail and your initial certification card. Congrats! |
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STEP 4 FAQ's

How long does it take to get my card?

Please allow 4-6 weeks for NCSI to process your background check. Your card will be sent in the mail once US Lacrosse receives a green light.

When does my certification expire?

Your certification will expire when your membership expires. At that time you will have the option to renew your certification by renewing your membership and your background check.

After 3 years of coach certification, you will need to complete a re-certification measure which is being determined by the US Lacrosse coaches' education committee. Your re-certification measure will be easily accessible and have several options for you to choose some.