



## Coaching Education Program Level 1 Certification Educational Components Portfolio

### **Congratulations!**

You are ready to become certified with US Lacrosse if you've completed the educational requirements found at <http://www.uslacrosse.org/cep/certification.phtml>. Please read the important information below before completing this document.

### **Process:**

1. Once you have completed your educational components for certification, **you must submit this completed portfolio to US Lacrosse for review in order to finish your certification process.** Keep a copy of this document for your records.
2. Your portfolio is then reviewed and validated by US Lacrosse staff (please allow 2-4 weeks). Portfolio review is free. No payment is required at this time.
3. Upon validation of this portfolio, an important notification e-mail will be sent to you with a secure web link to complete your certification application online with payment and a seamless integration to our background check system which will finish the certification process.
4. Once, your background screening is confirmed by US Lacrosse, allow 4-6 weeks to receive your certification card.

If you have questions about the status of your portfolio, please contact [sportdevelopment@uslacrosse.org](mailto:sportdevelopment@uslacrosse.org) or call 410-235-6882 x102

### **Instructions:**

1. Please **print all information clearly** in blue or black ink. Failure to do so could delay your certification process.
2. Attach copies of your certificates for the Level 1 online course, Level 1 instructional clinic, and Double Goal Coach 1 certification card or certificate where instructed.
3. DO NOT enclose payment at this time. Submission of the portfolio is free. You will be asked to pay the \$35 application fee online once your portfolio is reviewed. You will receive a link to do this in 2-4 weeks. If online payment presents a difficulty, please contact [sportdevelopment@uslacrosse.org](mailto:sportdevelopment@uslacrosse.org) before sending in the portfolio.
4. Mail completed form and copies to:

US Lacrosse  
Attn. Coaching Education Program Certification  
113 W University Parkway  
Baltimore, MD 21210

### **Exceptions:**

**Do you have a background screening through NCSI already with your local lacrosse program?**

If yes, please go to <http://www.uslacrosse.org/cep/certification.phtml> and download the Shared Background Check Request Addendum and attach with this form.

**Are you getting certified as part of league or group submission?**

If yes, complete this document and submit it to your administrator. Once we receive your group's packet, you will be sent instructions specific to your group account.

*Go to next page →*



**Section II: Educational Component Information**

**APPLYING FOR CERTIFICATION FOR**           **Men's Lacrosse**           **Women's Lacrosse**

**I have completed:**

     **US Lacrosse Coaching Education Program Level 1 online course**

Circle one:                      men's course                      women's course

Date (if known) \_\_\_\_\_

Check one:

- Certificate attached
- I do not have my certificate. I would like US Lacrosse to validate that completed the Level 1 online course.\*

     **US Lacrosse Coaching Education Program Level 1 instructional clinic**

Circle one (must be same as online course completed):    men's clinic    women's clinic

Date (if known) \_\_\_\_\_

Location (city, state, if known) \_\_\_\_\_

Check one:

- Certificate attached
- I do not have my certificate. I would like US Lacrosse to validate that I completed the Level 1 instructional clinic.\*

*\*If requesting that US Lacrosse verify completion, applicant is relying on US Lacrosse records. Should a discrepancy occur, final responsibility for providing proof of completion lies with applicant.*

     **Positive Coaching Alliance Workshop: Coaching for Winning and Life**

**Lessons** (also known as Double Goal Coach 1)\*\*

Circle one:      Online workshop                      In-person workshop

Date (if known) \_\_\_\_\_

Location (city, state, if known) \_\_\_\_\_

- Certificate or card attached
- E-mail verification of attendance attached

*\*\*US Lacrosse does not receive information from PCA regarding individual completion of this workshop. To validate, please e-mail [sportdevelopment@uslacrosse.org](mailto:sportdevelopment@uslacrosse.org) to request verification from PCA. Please allow several days for a PCA database check.*

I verify that all of the information provided in this document is true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Go to next page →

### Section III: Certificates of Completion

Attach single copies of all certificates on 8 ½" x 11" paper behind this page. ONE CERTIFICATE PHOTOCOPY PER PAGE PLEASE. Affix all copies with ONE staple in the top left hand corner.

Name (first, last) \_\_\_\_\_

Check which are attached:

- Level 1 Online Course Certificate
- Level 1 Instructional Clinic Certificate
- Positive Coaching Alliance Coaching for Winning and Life Lessons (Double Goal Coach 1) certificate, e-mail verification of workshop attendance, or certification card

*Attach certificates →*

**Mail completed, form (three sections plus certificate copies stapled top left) to:**

US Lacrosse  
Attn. Coaching Education Program Certification  
113 W University Parkway  
Baltimore, MD 21210

*Please allow 2-4 weeks to receive your web link to finish your certification process.  
Thank you!*