



## USA HOCKEY COACHING EDUCATION PROGRAM PETITION FOR WAIVER

OFFICE USE ONLY

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Action: \_\_\_\_\_

Waived To: \_\_\_\_\_

Comments: \_\_\_\_\_

*The highest level a coach will be waived into is Level 3.*

**Please submit check or money order for \$50 along with your Petition For Waiver Form. Credit card payments are not accepted. Your waiver will not be considered until payment is received.**

### PERSONAL INFORMATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### COACHING/HOCKEY BACKGROUND

Current District: \_\_\_\_\_ Current Association: \_\_\_\_\_

Age level you are currently coaching: \_\_\_\_\_ Number of years you have coached: \_\_\_\_\_

CEP Card Number: \_\_\_\_\_

Current Certification Level: ☐ Level 1 ☐ Level 2 ☐ Level 3 Year Attained: \_\_\_\_\_

Certification level you are requesting through waiver: ☐ Level 1 ☐ Level 2 ☐ Level 3

List hockey coaching clinic(s) attended other than USA Hockey programs *(give date, location, course description and copy of certification)*:  
\_\_\_\_\_  
\_\_\_\_\_

List other non-hockey coaching education seminars you have attended: \_\_\_\_\_  
\_\_\_\_\_

Have you taken any education courses? ☐ No ☐ Yes

If yes, please describe: \_\_\_\_\_

Do you have a state high school coaching license? ☐ No ☐ Yes (If yes, please provide a copy of the license)

Please provide a brief history of your hockey coaching experiences: \_\_\_\_\_  
\_\_\_\_\_

Please provide a brief history of your hockey playing background: \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION BACKGROUND

College/University Attended: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_

High School Attended: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

**PLEASE SUBMIT THIS FORM, YOUR PERSONAL RESUMÉ, THREE REFERENCES AND \$50 PAYMENT TO:**

USA Hockey Coaching Education Program • 1775 Bob Johnson Drive • Colorado Springs, CO 80906-4090

*Allow a minimum of 30 days to process.*

*Submission of Petition For Waiver Form and payment **does not** guarantee automatic approval.*

## COACH REGISTRATION

All ice hockey coaches as well as instructors of USA Hockey programs shall be registered for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular-season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, national championships or in the USA Hockey Player Development Programs. There will be an annual fee to register the coaches (head and assistants) and instructors. Coaches may register as participants online at [usahockey.com](http://usahockey.com) or through a local association/member program (refer to Section I Participant Registration). Junior coaches shall register with and through their teams with the junior registrar.

All ice hockey coaches (except for Juniors) shall be listed on the team roster as approved by the appropriate registrar. Junior coaches shall register with and through their teams with the junior registrar. All registered coaches as well as instructors shall receive a USA Hockey membership card, a subscription to USA Hockey Magazine, the USA Hockey Annual Guide, the Official Rules of Ice Hockey and insurance coverages.

*Note: All USA Hockey Coaching Education Program Instructors and National Player Development Camp coaches will be exempt from the annual participant registration fee, but must complete the participant registration process.*

All ice hockey coaches and instructors of registered USA Hockey youth/high school, disabled, girls/women's 19 & under and below programs must properly wear an approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and coach and referee clinics (seminars).

## COACHING EDUCATION PROGRAM REQUIREMENTS

### (1) Required Coaching Education Program Levels For Ice Hockey

USA Hockey requires that the following set of coaching education levels must be the minimum criteria for districts and/or affiliates.

All coaches must have the USA Hockey Coaching Education Program card by January 1 of the current season.

### (2) Evidence of Level

All USA Hockey coaches will possess a USA Hockey Coaching Education Program card with a valid verification sticker. Coaches must have the CEP card in their possession for all USA Hockey games.

It is the responsibility of the local association to identify those coaches who do not meet the certification requirements. All coaches have until December 31 of the current season to attend a USA Hockey coaching clinic(s) to become properly certified at the level of play that they are coaching. During this time, and prior to the start of each game, coaches shall indicate their current coaching certification status on the scoresheet, regardless of their certification level.

Beginning January 1 of the current season, prior to the start of each game, all coaches present, from each team, are required to sign the designated area of the scoresheet in order to verify the accuracy of the playing roster, as it appears on the scoresheet, for that game. In addition, all coaches must include their USA Hockey Coaching Education Program (CEP) card number, their CEP level (levels 1-5) and the year their CEP level was attained. The CEP card number, level and year attained shall be printed legibly next to the coach's signature (except for Juniors).

If a coach cannot produce his/her current USA Hockey Coaching Education Program Card prior to the start of the game, it must be noted on the official game scoresheet.

### (3) Continuing Education Requirement

All coaches below Level 4 shall progress through the Coaching Education Program, attending a coaching clinic at least once every

three years through Level 3. After a coach has completed Level 3, the coach shall do one of the following within three years to maintain certification: attend another Level 3 clinic, take a USA Hockey Continuing Education Course (i.e. attend a High Performance Workshop, complete the online Level 3 Recertification program) or attend a Level 4 clinic as per the Coaching Education Program Requirement chart. Once Level 4 is achieved, there is no further requirement for recertification.

If a coach's certification below Level 4 was received more than 3 years from the current season, the card is rendered invalid/expired. Level 1 or 2 coaches must attend a clinic at the next level and Level 3 coaches must choose one of the certification options in order to reactivate their status.

### (4) Penalty and Enforcement

All coaches must be certified at the proper CEP level for the level of play in which he/she is coaching beginning January 1 of the current season. It is the responsibility of the District/Affiliate to have a documented policy in place regarding non-compliance. The District/Affiliate will determine what the penalty shall be to the individual coach who fails to produce a current coaching education card with appropriate verification of level. It will be the responsibility of the local association registering the team to enforce the District/Affiliate policy. Non-compliance penalties for Junior coaches will be determined by the Junior Council.

Level Of Play	Coaching Education Program Level
8 & Under (Mite)	Level 1
10 & Under (Squirt)	Level 2 (Prerequisite Level 1)
12 & Under (Pee Wee)	Level 3 (Prerequisite Level 1 and 2)
14 & Under (Bantam)	Level 3 (Prerequisite Level 1 and 2)
16 & Under (Midget)	Level 3 (Prerequisite Level 1 and 2)
18 & Under (Midget)	Level 3 (Prerequisite Level 1 and 2)
Midget I (Tier I & Tier II National Tournament-bound)	Level 4 (Prerequisite Level 1, 2 and 3)

Level Of Play	Coaching Education Program Level
High School	Level 3 (Prerequisite Level 1 and 2)

Level Of Play	Coaching Education Program Level
Junior C	Level 3 (Prerequisite Level 1 and 2)
Junior A & B	Level 4 (Per individual league guidelines)

Level Of Play	Coaching Education Program Level
Girls/Women 8 & Under	Level 1
Girls/Women 10 & Under	Level 1
Girls/Women 12 & Under	Level 2 (Prerequisite Level 1)
Girls/Women 14 & Under	Level 3 (Prerequisite Level 1 and 2)
Girls/Women 16 & Under	Level 3 (Prerequisite Level 1 and 2)
Girls/Women 19 & Under	Level 3 (Prerequisite Level 1 and 2)

#### Note

LEVEL 1	Skill Development
LEVEL 2	Associate
LEVEL 3	Intermediate
LEVEL 4	Advanced
LEVEL 5	Master