

How to Obtain Coaching Certification

To obtain your coaching certification, you will need to visit the website of the American Sport Education Program, located at www.ASEP.com and purchase a course entitled "Coaching Youth Baseball Online Course - PDF" (cost is \$19.95). Before purchasing the course, you will need to register at the site.

- To register, go to www.ASEP.com and click the icon at the top that says "sign in" – which will allow you to register as a new user. You will create your personal profile, which will include your e-mail address and a password. You will use your e-mail address and password to access the course and test each time you visit the site, so please make sure to remember your password (or write it down somewhere).
- When you have completed your registration, you should find your way back to the home page. Once back at the home page, you should be able to find the course by clicking on the "Course Catalog" (it is in the Quick Links section at the middle of the page) and scrolling down until you see the title "Coaching Youth Baseball Online Course - PDF." Then, click on the "I" icon in the box to get to the purchase page. Before you click on the "Choose" icon to purchase the course, please make sure you select "North Wake County Baseball Association" from the pull down menu. After you select NWCBA and click "Choose", you will see a description of the course, and should be able to add the course to your "cart" for \$19.95.
- When you purchase the course, you will be provided a unique key code (your proof of purchase that gives you access to the test). Please write the key code down because if you lose your key code you will be unable to access the test and complete the course, and you will be charged a replacement fee (\$10).
- You should be able to access the course using the key code. Please note that you don't have to take the entire course (or take the test) in one sitting. In fact, you can return at any time and continue the course (or the test). After you have entered the key code the first time, you will not need to use it again to access the course or test. In the future, you will simply need to sign in (click on the Continue My Courses link) using your e-mail address and password.
- After you have completed the course, you will need to take a short test to obtain your certification. Note that you can access the test from within the course at any time. You can also simply take the course and then go back and take the test when ready.

As you know, NWCBA policy requires all coaches (head or assistant) to become certified before coaching in a game, so please make some time to go through the course and take the test prior to the start of the season.

If you have any questions, please don't hesitate to send a note to Jason Martinez (jmartinez@smithlaw.com) or you can call Human Kinetics USA Technical Support directly at 217-351-5076 or send an e-mail to support@asep.com.