



How to Complete Recertification

LOG IN

Email address:

Password:

- [Not registered yet?](#)
- [Forgot your password?](#)

Step 1

<http://www.usatriathlonuniversity.com/login>

Click on “Not Registered Yet”

If you already have an account, you can log in with your existing email and password and skip to Step 3. Please note that this is a **different system** from the sanction site!



How to Complete Recertification

USA Triathlon - Sign Up - Windows Internet Explorer provided by USA Triathlon

http://www.usatriathlonuniversity.com/signup

USA TRIATHLON
CERTIFIED COACH

SIGN UP

First name:

Last name:

Email address:

Password:

Password (again to confirm):

Continue

USA TRIATHLON
CERTIFIED COACH

Step 2

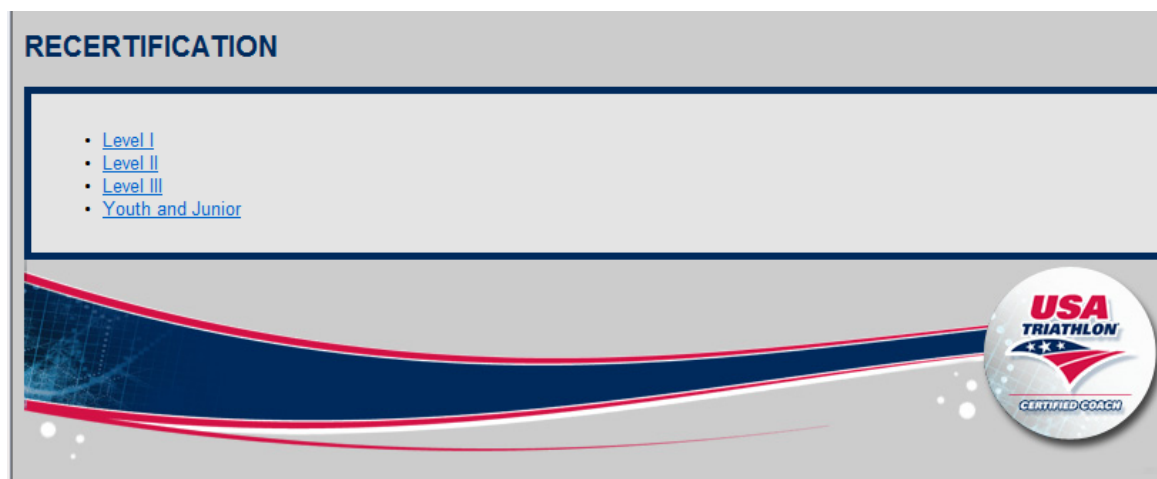
Create a login (your email address) and password and click “Continue”

**Pick an email you will keep for a long time. There is no way to change your email without creating a new account and losing all of your old information.





How to Complete Recertification



Step 3

Look under the “Recertification” heading toward the bottom of the page.





How to Complete Recertification

RECERTIFICATION

- [Level I](#)
 - [Coaching Level I Recertification - \\$95.00](#)
 - [Coaching Level I Recertification Late Submission - \\$145.00](#)
 - [Race Director Level I Recertification - \\$0.00](#)
 - [Race Director Level I Recertification Late Submission - \\$50.00](#)
- [Level II](#)
 - [Coaching Level II Recertification - \\$95.00](#)
 - [Coaching Level II Recertification Late Submission - \\$145.00](#)
 - [Race Director Level II New Application - \\$0.00](#)
 - [Race Director Level II New Application Late Submission - \\$50.00](#)
 - [Race Director Level II Recertification - \\$0.00](#)
 - [Race Director Level II Recertification Late Submission - \\$50.00](#)
- [Level III](#)
- [Youth and Junior](#)

Recertification Options

1. Currently Level 1 – Recertify as Level 1 (Level 1 Recertification)
2. Currently Level 1 – Move up to Level 2 (Level 2 New Application)
3. Currently Level 2 – Recertify as Level 2 (Level 2 Recertification)

Be sure to choose the appropriate selection when picking which Recertification application to complete.





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 - [Race Director Level II New Application Late Submission - \\$50.00](#)
 - [Race Director Level II Recertification - \\$0.00](#)
 - [Race Director Level II Recertification Late Submission - \\$50.00](#)
- [Level III](#)
- [Youth and Junior](#)


Step 4

Click on the form that corresponds to your current level (I or II). If you are currently L1 and want to move up to L2, click on Level 2.

- If you submit on or before 11:59 PM Mountain Time on December 31st, the appropriate form has no charge.
 - Level I Recertification
 - Level II Recertification
- If you submit on or after 12:00 AM Mountain Time on January 1st, the appropriate form has a \$50 charge (late fee).
 - Level I Recertification Late Submission
 - Level II Recertification Late Submission



How to Complete Recertification




USA TRIATHLON
CERTIFIED COACH

RECERTIFICATION PURCHASE

You are about to purchase Level I Recertification for \$95.00.

[Click to Continue to Make Online Payment](#)

[Return to menu](#)



Step 5

Click to Make Payment if necessary
(if you are submitting this on
time there will not be a payment
required. Skip to step 7)





How to Complete Recertification



Credit Card Information

Card Number:

Cards Accepted: Diner's Club - Visa - Discover - JCB - MasterCard

Card Type: Discover

Exp Date: 12 / 2010

Required field
Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

>> Continue Reset

Click "Continue"



Order Information

Description: 10 Tips on Traveling to a Race with Steve Tarpinian
Total Amount: \$9.99

Credit Card Information

Card Number: 30569309025904
Cards Accepted: Diner's Club - Visa - Discover - JCB - MasterCard
Exp Date: 12 / 2012
CSC:

Billing Information

Name: Loryn Cozzi
Address:
City:
State:
Zip Code:
Email: loryn.cozzi@usatriathlon

Required field
Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

I Authorize this transaction Reset

Click "Authorize" to return to recertification site



Step 6

Enter your credit card and billing information.
(Visa, MasterCard, Discover, Diners Club, JCB)





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- [Level III](#)
- [Youth and Junior](#)

Step 7

Return to
USATriathlonUniversity.com
to access the appropriate
recertification form.





How to Complete Recertification

Step 8

Enter Contact Information

RACE DIRECTOR LEVEL I RECERTIFICATION

CONTACT INFORMATION

Legal First Name	Loryn
Legal Last Name	Cozzi
Preferred Name On Race Director Certificate	Loryn Cozzi
Mailing Address	5825 Delmonico Drive, Suite 200
City	Colorado Springs
State	CO
Zip	80919
Email	loryn.cozzi@usatriathlon.org

Done

Legal First/Last Name: What appears on your driver’s license, birth certificate, passport, etc.

Preferred Name on Certificate: Any abbreviation or nickname you prefer on the new certificate.

Example: Legal Name: Joseph Smith

Preferred Name on Certificate: Joe Smith

Mailing Address: Where the certificate should be mailed.

Email: Preferred email for RD education to contact you if necessary.

USAT Member Number and Expiration: Not Required





How to Complete Recertification

Step 9

Enter CEU Information

Any and all CEUs not earned through usatriathlonuniversity.com that are being claimed for credit must be documented in this section. This includes USAT and non-USAT CEUs.

Any exams completed through usatriathlonuniversity.com do not have to be reported (USAT webinar, newsletter, DVD and book exams)

Click on "Add Another" to report additional CEUs. You can complete this form at any time throughout the year and save the information until you are ready to submit at a later time.

CEU REPORTING

CEU Completion Date	USAT CEUs	CEU Title	Hours of Course	Number of CEUs Earned	
<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Add another					

Please use the file upload area below to submit certificates or registration confirmations as proof of attendance.

- CEU Completion Date:** Date(s) of CEU Course
- USAT CEUs:** "Yes" for USAT CEUs and "No" for Non-USAT CEUs
- CEU Title:** Title of Course, Conference, Clinic, Program, etc.
- Hours of Course:** Total Number of Hours for Educational Components (no CEU credit given for breaks, meals, etc. if applicable)
- Number of CEUs Earned:** USAT CEU values can be found on the USAT CEU page:

<http://www.usatriathlon.org/audience/race-directors/education/continuing-education/opportunities.aspx>

Credit for non-USAT courses are awarded 1 non-USAT CEU per contact hour with a maximum of 4 non-USAT CEUs per course, unless otherwise specified on the recertification page.

- For example:
- 1 Hour Non-USAT Course = 1 Non-USAT CEU
 - 2 Hour Non-USAT Course = 2 Non-USAT CEUs
 - 3 Hour Non-USAT Course = 3 Non-USAT CEUs
 - 4 Hours or longer Non-USAT Course = 4 Non-USAT CEUs





How to Complete Recertification

Step 10

Upload CEU Documentation

Documentation for any and all CEUs not earned through usatriathlonuniversity.com (USAT online testing site) that are being claimed for credit must be uploaded in this section. This includes USAT and non-USAT CEUs.

Any exams completed through usatriathlonuniversity.com do not require supporting documentation to be uploaded.

Please upload all documentation as ONE (1) file. Do NOT upload any documentation until you are ready to submit your recertification.

Please Note:

- You must provide a copy of a certificate of completion, registration confirmation, or certification/license. Handouts, slides, notes taken from a class, etc. will NOT be accepted as supporting documentation and CEU credit will NOT be awarded.
- Please upload all documentation as ONE (1) file.



PLEASE INCLUDE THE FOLLOWING REQUIRED ITEMS:

All CEUs and other required items must be completed since your last certification or recertification date. Older credits will not receive credit.

Documentation of at least 4 USAT Continuing Education Units

Please submit copies of ALL course completion certificates that you did not complete through this online testing site.

Documentation of 4 Remaining Continuing Education Units

These courses can be USAT or Non-USAT CEUs. Please submit copies of ALL course completion certificates.

Community Service to Multisport Documentation

Please write a brief summary of the activities in which you have participated to give back to the sport.

Signed Ethics Code Agreement

A copy of the USAT Certified RD Code of Ethics can be found on the recertification page.

Click "Browse" to add files for submission. Max. file size: 1 MB

Browse...



USAT CEUs: Documentation needed for any course not taken through the USAT online testing site. Four (4) USAT CEUs are required for Level I and 5 for Level II race directors.

Remaining CEUs: Level I RDs have 4 remaining CEUs while Level II RDs have 10 remaining. These can be USAT or non-USAT CEUs. Documentation must be provided for ALL courses submitted in order to receive credit.

Service to the Sport: Please write a brief summary of your activities and upload it with the other documentation.

Signed Ethics Code Agreement: This can be found on the recertification page, signed and uploaded with the other documentation.

<http://www.usatriathlon.org/audience/race-directors/education/race-director-certification/recertification-and-level-2.aspx>




How to Complete Recertification



SAVE OR SUBMIT

Note that saving or submitting may take a few minutes if you are submitting large files.



Step 11

Submit Recertification

It is recommended that you print a copy of your completed recertification form and keep a copy of your materials until you receive your revised coaching certificate.

Please note:

- If you save the form, you can access it in the same location at the bottom of the usatriathlonuniversity.com homepage.
- Once you submit, you CANNOT edit your recertification information.



How to Complete Recertification



Step 12

You receive a message stating that your recertification has been submitted.

Please note:

- You are only contacted by USAT if there is an issue with your recertification.
- You will receive a revised RD certificate in the mail with your new certification end date in 4-6 weeks.
- **It is recommended that you keep a copy of your materials until you receive your revised certificate.**





How to Complete Recertification

Step 13

If you are moving up to Level 2 for the first time, you are also required to take an exam. You can print the exam out and save responses, but once the exam is submitted no work may be changed.

CERTIFICATION EXAMS

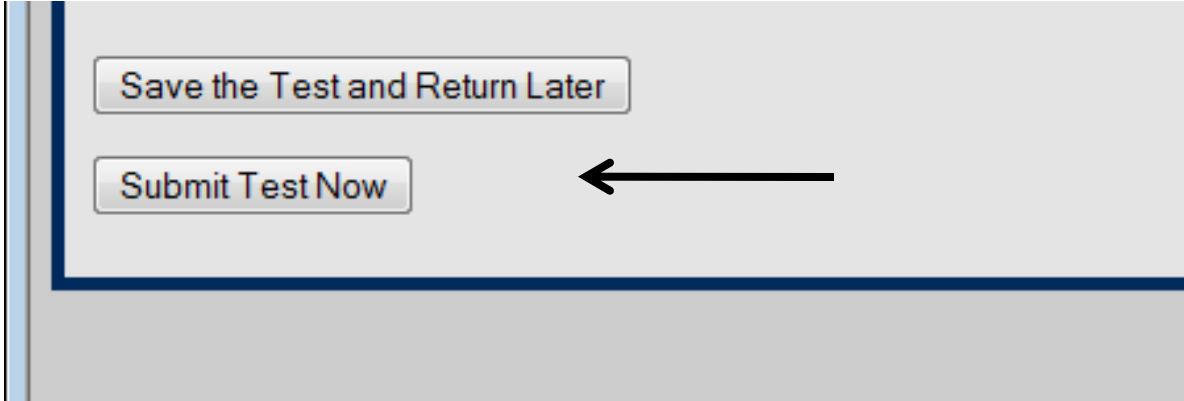
Purchase/Take a Certification Exam

- [Coaching Level I Exams](#)
- [Coaching Level II Exams](#)
- [Race Director Level I Exams](#)
- [Race Director Level II Exams](#)
 - [Race Director Level II Certification Exam - No charge](#)
 - [Race Director Level II Certification Exam Retake - \\$100.00](#)
- [Youth and Junior Exams](#)





How to Complete Recertification



Step 14

Once you submit your exam you will receive an email confirmation. Otherwise completion of your certification will proceed as above with normal notification.





Questions?

Event Services Coordinator
Todd Brewer

Todd.brewer@usatriathlon.org

