

# INDIVIDUAL REGISTRATION GUIDE

## Coaches, Team Managers, & Volunteers

### 2025-2026 Season



## Summary of Requirements

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- USA Hockey Registration (all)
- USA Hockey Background Screening (all)
- SafeSport Training (coaches, managers, locker room volunteers)
- Pennsylvania State “Safety of Minors” Clearances (all, as applicable)
  - PA State Child Abuse Clearance
  - PA State Criminal History Record
  - Federal Criminal History Record & FBI Fingerprinting
- USA Hockey Coaching Education Program (CEP) Certification
- USA Hockey Age-Specific Modules (ASM) Coaching Education

## USA Hockey Registration

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**Deadline:** Prior to participation in any type of team activity

**Who:** All coaches, team managers, volunteers, and board members

**What:** Each individual must register online with USA Hockey

**When:** This must be completed annually

**Cost:** Coaches = Based on age; Managers/Volunteers = free

**How:**

1. Go to [www.usahockeyregistration.com](http://www.usahockeyregistration.com)
2. Click on “Register Now” and complete the registration process
3. Obtain your USA Hockey Number, to be used in other steps and provided to your Registrar
  - a. Example: 150100555XXMIL (Volunteers will have XX before the last letters of the name)
  - b. Example: 150100555MILLE (Paid Membership will not have XX before last name)

## USA Hockey Background Screening

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**Deadline:** Prior to participation in any type of team activity

**Who:**

- All coaches, including anyone who is on the ice and/or directing any team activity
- All team managers and individuals with direct and/or routine access to children
- All board members and anyone else with authority over minors within an association

**What:**

- A background screening processed online through NCSI
- Note: required regardless of other screening/clearance a person may already possess

**When:**

- The NCSI screening is valid for two seasons from the date of completion

**Cost:** \$30 for individuals who have only lived in the United States

**How:**

1. Go to [www.usahockey.com/backgroundscreen](http://www.usahockey.com/backgroundscreen)
2. Click on “Click Here for Background Screen” and complete the registration process
3. The self-registration ID number of “35615801” should port over; otherwise, enter it manually
4. Pennsylvania residents will receive a follow up email after registering for their clearance with the following message
  - a. “Thank you for completing your background screen application for USA Hockey with NCSI. In your application you indicated that you live or work/volunteer for USA Hockey in Pennsylvania. Therefore, USA Hockey has requested that you register to provide the additional clearance requirements mandated by the State of Pennsylvania for volunteers having contact with children. You can obtain information on which PA clearances you need to obtain and how to submit them to USA Hockey via the NCSI PA Document Repository Service by clicking the link below. This is a requirement of your USA Hockey screening process.”
5. Complete the “Pennsylvania State Clearances” section below to finalize the screening process

## SafeSport Training

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**Deadline:** Prior to participation in any type of team activity

**Who:** All coaches, team managers, and individuals in locker room areas also all board members

**What:**

- Initial “Core Safesport Course” for all new personnel (previously untrained)
- A “Refresher Course” for those needing to recertify (previously completed core course)

**When:** This must be completed annually

**Cost:** Free with a current USA Hockey Number

**How:**

1. Go to [www.usahockey.com/safesporttraining](http://www.usahockey.com/safesporttraining)
2. Click on the appropriate red button under the first section
  - a. New personnel will click on “Access Required Core Training Here” and register
  - b. Returning personnel will click on “Sign Back in to Training” and sign in
3. Complete all parts of the required training
  - a. Training Class will vary on time based on Required Training
4. A certificate will be issued at the end of the Training

## Pennsylvania State, “Safety of Minors” Clearances

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**Deadline:** Prior to direct/routine contact with minors; process takes up to 4-6 weeks to complete

**Who:**

- All coaches, including anyone who is on the ice and/or directing any team activity
- All team managers and individuals with direct and/or routine access to children
- All board members and anyone else with authority over minors within an association

**What:**

- PA State Child Abuse Clearance

- PA State Criminal History Record
- Federal Criminal History Record & FBI Fingerprinting

**When:** The 3-part set is collectively valid for 5 years

**Cost:**

- Child Abuse Clearance = Free for Volunteers
- Child Abuse Clearance = \$13.00 for Employee's
- Criminal History Record = Free for Volunteers
- Criminal History Record = \$22.00 for Paid Individuals
- Federal Record & FBI Fingerprinting = \$25.25

**How:**

1. Go to [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home) for the Child Abuse Clearance
  - a. Click on "Individual Login" (returning personnel) or "Create Individual Account" (new personnel)
  - b. Complete the screening process, as prompted
  - c. You will receive Documentation once the screening process is finished, via mail
2. Go to [epatch.state.pa.us/Home.jsp](http://epatch.state.pa.us/Home.jsp) for the State Criminal History Record
  - a. Click on "Submit a New Record Check"
  - b. Read the terms and click "Accept"
  - c. The "Reason for Request" will be "Employment" for paid personnel and "Volunteer" for unpaid personnel
  - d. Complete the request process, as prompted
  - e. Verification Certificate will be able to be printed once this is complete
3. For the FBI Fingerprinting, an affidavit is available in place of the physical clearance documents only for unpaid volunteers who have lived in PA for the last 10 years
  - a. Need a link to this – put it on the PIHL website?
  - b. Coaches and those who do not fulfill the qualifications for the affidavit must complete Step 4
4. Go to [uenroll.identogo.com](http://uenroll.identogo.com) for the FBI Fingerprinting
  - a. Enter the correct service code:
    - i. 1KG-756 for paid personnel (coaches)
    - ii. 1KG6ZJ for volunteers (team managers, board members)
    - iii. Note: your host school district may provide a specific service code to use
  - b. Select "Schedule or Manage Appointment"
  - c. Complete the process, as prompted, to obtain a registration number
    - i. You will be able to locate a nearby fingerprinting site within the steps
    - ii. Scheduling an appointment at a site of your choice is recommended
  - d. Provide your registration number at the site
  - e. You will receive Documentation in the mail showing this is complete/Need Copy of Letter
  - f. If you have Lived in PA for 10 years or over, you can use the attached affidavit for volunteers  
[http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_160267.pdf](http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf)

## USA Hockey Coaching Education Program (CEP) Certification

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**Deadline:** By December 31<sup>st</sup> of current season

**Who:** All coaches

**What:** Clinic (in-person or online) or online recertification course

**When:**

- CEP requirements are annual until obtaining Level 3
- Level 3 is valid for 1 season, then can be recertified twice (each valid for 1 season)

- No further clinics/recertification is required once obtaining Level 4
- Maximum of one clinic/recertification per year, regardless of what level

**Where:** in-person clinics are scheduled at various locations within the region

**Cost:** \$60 only for in-person clinic – Please see [www.usahockey.com/coaches](http://www.usahockey.com/coaches) for updates on cost

**How:**

1. General information on the CEP program and related requirements is available at:
  - a. [www.usahockey.com/coaches](http://www.usahockey.com/coaches)
  - b. [www.usahockey.com/rules](http://www.usahockey.com/rules)
2. To check current CEP status via the USAH database:
  - a. [cepsearch.usahockey.com](http://cepsearch.usahockey.com)
3. To sign up for an appropriate level CEP clinic:
  - a. [www.usahockey.com/coachingclinics](http://www.usahockey.com/coachingclinics)
4. To complete the online recertification module for Level 3:
  - a. [www. https://www.usahockey.com/level3recertification](https://www.usahockey.com/level3recertification)

## USA Hockey Age-Specific Modules (ASM) Coaching Education

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**Deadline:** By December 31<sup>st</sup> of the current season

**Who:** All coaches

**What:** Each coach must complete the ASM for the age division(s) being coached

**When:** Once completed, the coach does not have to repeat a particular ASM again

**Cost:** Each online module = \$20

**How:**

1. Go to [www.usahockey.com/agespecificmodules](http://www.usahockey.com/agespecificmodules)
2. Complete the appropriate Age-Specific Module, as needed
  - a. Varsity and Junior Varsity coaches must have U18
  - b. Middle School coaches must have U14

## Other Possible Requirements

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Please check with your association, your school district, and any other governing affiliate (such as Catholic Diocese) for other possible screenings, certifications, and/or training requirements.

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