

LEARN TO SKATE USA

DIRECTOR/ASSISTANT DIRECTOR COMPLIANCE CHECKLIST

- MEMBERSHIP:** Program Directors and Assistant Directors are required to have a valid Learn to Skate USA membership.
 - Renewal: Every season
 - Location: Renew your existing Learn to Skate USA Membership by logging in with your membership number and password [here](#).
 - Cost: \$16 through Learn to Skate USA
 - Time: Less than 10 minutes

- SAFESPORT ONLINE TRAINING:** Program Directors and Assistant Directors age 18 and older must complete the “SafeSport Trained” online course offered by the U.S. Center for SafeSport which consists of three modules: (1) Sexual Misconduct Awareness Education, (2) Mandatory Reporting, and (3) Emotional & Physical Misconduct. “Refresher” courses are then offered on an annual basis to coaches who have successfully completed the “SafeSport Trained” course.
 - Renewal: Annual. Training is valid for 365 days from completion date.
 - Training Cycle: Yr. 1: SafeSport Trained, Yr. 2: Refresher 1, Yr. 3: Refresher 2, Yr. 4: Refresher 3; etc.
 - Location: [Learn to Skate USA](#)
 - Results Submitted: Automatically reflected in member profile within 48 hours of successful completion.
 - Cost: Free for Learn to Skate members when completed through [Learn to Skate USA](#)
 - Learn to Skate Directors and Assistant Directors who turn 18 mid-season are required to complete the online SafeSport training on or before their 18th birthday. Parental consent is required for 17-year-old coaches who wish to complete the SafeSport Training ahead of their 18th birthday.
 - Time: The core training consists of 3, 30-minute courses that include pre- and post-quizzes. Upon completion, you’ll received a SafeSport Trained certificate. Refresher courses are approximately 30 minutes long. You will not have the option to complete a Refresher course until you successfully complete the SafeSport Trained course.

- BACKGROUND CHECK:** Program Directors and Assistant Directors age 18 and over must successfully complete (green light) a Background Check through U.S. Figure Skating’s background check provider, National Center for Safety Initiatives (NCSI). Effective January 1, 2020, U.S. Figure Skating’s background check criteria was updated per the requirements of the U.S. Olympic and Paralympic Committee. Due to the new search criteria, background screens from other providers will not be accepted. USA Hockey and U.S. Speedskating use NCSI as their provider, therefore those background checks will be accepted. Learn to Skate Directors and Assistant Directors who turn 18 mid-season are required to successfully complete a Background Check within 45 days of turning 18.
 - Renewal: Every other season
 - Location: [Learn to Skate USA](#).
 - Results Submitted: Automatically reflected in member profile upon NCSI processing completion.
 - Cost: \$30, to be paid every other season. Additionally, due to the more rigorous search requirements mandated by the USOPC’s new background policy, anyone who has lived in another country for six months or more in the past seven years will require an international screen for every country of residence in that time period. International background screening costs are \$75 for a Canadian screening and \$150 for other countries.

- Materials Needed:
 - A digital copy of your valid driver's license, state ID or current passport ready to upload.
 - A list of your physical residences for the previous 7 years
 - A credit card to submit payment for the background check
- Time: Allow approximately 10 minutes to complete a domestic background screen. NCSI Processing time is 3-10 business days for domestic processing. If you are in a situation where an international screen is needed, please expect additional paperwork to be required and allow 2-4 weeks for the screening to be completed. NCSI will contact you directly with instructions on this process should an international search be required.

For questions regarding membership, contact memberservices@learntoskateusa.org.

For questions regarding the SafeSport compliance, safesport@usfigureskating.org.

For assistance with technical issues, contact productsupport@usfigureskating.org.