

1. Look yourself up in the USA Hockey Coaches Certification List (found in the Coaches section of the web site [www.usahockey.com](http://www.usahockey.com) . For example, below we search for all coaches named SMITH in Texas (to stay neutral and avoid Michigan coaches).

**Search for Coaching Certification Level**

<b>Last Name</b>	<b>First Name</b>	<b>CEP#</b>
<input type="text" value="Smith"/>	<input type="text"/>	<input type="text"/>
<b>City</b>	<b>State</b>	<b>Level</b>
<input type="text"/>	<input type="text" value="TX"/>	<input type="text" value="Select"/>

**SEARCH**

**Coach Results** Results per page

Status	Last Name	First Name	CEP #	City	State	Level	Expire Date	Age Specific Modules
2	SMITH	CLAYTON		LEWISVILLE	TX	1	12/31/2004	
2	SMITH	DAVID	1614	LEANDER	TX	1	12/31/2004	
1	SMITH	DAVID	358616	THE WOODLANDS	TX	3	12/31/2012	
2	SMITH	DOUG	288586	FLOWER MOUND	TX	3	12/31/2008	
2	SMITH	GARY	167876	LUBBOCK	TX	2	12/31/2006	

43 Records Found |< < 1 2 3 4 5 > >|

**Status Legend**

	Has completed both requirements.
	Must complete one requirement by Dec 31.
	Must complete both requirements by Dec 31.

**Age Specific Module Legend**

MT: Mite	BA: Bantam
SQ: Squirt	MD: Midget
PW: Pee Wee	DB: Disabled

2. Point to the third person in the list, David Smith, a Level 3 whose card is current but who needs to take a module. Note the use of color-coding in the web site. Clicking on his entry opens up the detail window below...we see he took all three levels in 2009-10. His card is current, but he has no online modules. *You may need to enable pop-ups in your browser to do this.*

**Coaching Certification Details**

SMITH, DAVID CEP: 358616 THE WOODLANDS, TX

Certification Levels			Age Specific Modules
Level	Season Received	Expires	
1	2009-10	12/31/2012	No Age Specific Modules have been taken.
2	2009-10	12/31/2012	
3	2009-10	12/31/2012	

**CLOSE** **PRINT**

3. To obtain a virtual coaching card, click the red PRINT button.

4. The printable card, below, displays and you can print it, even fold it over and laminate if desired.

