

CEU

Policies & Procedures

Reporting Period
2011-2014



USBC Certified Coaches and CEUs

In order to maintain the credibility of the coaching certification, USBC Coaching requires that each “active” certified coach complete Continuing Education Units (CEU) and Recertification requirements. The deadline for the 2011-2014 Reporting Period is July 31, 2014.

Coaches Certified before ‘06

Coaches who were certified prior to January 1, 2006 must take and pass the 2011 recertification exam (which became available February 1, 2011). Passing the exam will allow them to retain an active status for the reporting period of 2011-2014; however they must earn and report the required amount of CEUs (see page 2) during that reporting period to keep their active status for the following reporting period of August 1, 2014 – July 31, 2017.

Inactive Certification Status

Recertification has been extended till August 31, 2011. Coaches who were certified prior to January 1, 2006 still have an opportunity to recertify online **FREE** of charge. If coaches do not request enrollment information for the recertification exams by August 31, 2011, their status will be listed as “inactive.” To reinstate their status to active, coaches must request enrollment for the recertification exam by December 31, 2011 and pay a \$25.00 fee. Coaches must pass the recertification exam to change their status to “active” and will have until July 31, 2012 to complete this process. **PLEASE NOTE:** Silver and Gold recertification essay exams are graded by an instructor, so please leave ample time for the grading process. They must also earn and report the required amount of CEUs (see page 2) during that reporting period to keep their active status for the following reporting period of August 1, 2014 – July 31, 2017. Coaches who remain inactive after July 31, 2012 who wish to reinstate their coaching status to active must attend and pass a USBC coaching certification course at a reduced rate for the level of certification previously held prior to becoming inactive. Those coaches will earn 20 of the 60 CEUs required and must earn the remaining 40 during that reporting period to keep their active status for the following reporting period of August 1, 2014 – July 31, 2017.

Coaches Certified from 1/1/06 – 7/31/11

Coaches who were certified January 1, 2006 or after are not required to take the recertification exam in 2011 and their status will remain active for the 2011-2014 reporting period; however they must earn and report the required amount of CEUs (see page 2) during that reporting period to keep their active status for the following reporting period of August 1, 2014 – July 31, 2017.

CEU Shortages

Coaches who have not earned the required number of CEUs by July 31, 2014 will be notified of their “inactive certification status”. Those wishing to appeal will have 90 days in which to prepare and postmark their appeal. If they do not complete the appeal by the end of this time, they will be placed on inactive status for the 2014-2017 reporting period. Coaches wishing to reinstate their active status for the 2014-2017 reporting period must attend and pass a USBC coaching certification course at a reduced rate for the level of certification previously held during that reporting period. Those coaches will earn 20 of the 60 CEUs required and must earn the remaining 40 during that reporting period to keep their active status for the following reporting period of 2017-2020.

Newly Certified Coaches

New coaches who have attended and passed a USBC Coaching Certification (Bronze, Silver or Gold) in the reporting period of August 1, 2011 – July 31, 2014 are automatically considered active for the reporting period of August 1, 2011 – July 31, 2014. CEU reporting will begin for the 2014-2017 Reporting Period to maintain their active status.

Continuing Education Requirements

CEU Program Overview

The purpose of continuing education is to:

Encourage certified coaches to stay up to date with evolving knowledge and skills in the art of coaching.

Promote the ongoing competency of our coaches and their skills towards the *Domains of Coaching*. (see page 4)

In general, CEUs are based on the number of contact hours (or actual clock hours) needed to complete an activity or event. This time excludes the time allotted for breaks and meals.

For example:

1 contact hour = 1 CEU

10 contact hours = 10 CEUs

Not all CEU activities are based on actual clock hours. There are exceptions, such as college or university courses, where 1 semester credit hour equals 5 CEUs and 1 quarter equals 3 CEUs.

Coaches Certified on or before July 31, 2011:

These coaches are required to complete continuing education units in order to maintain their active status. Remember, continuing education activities completed prior to the start of the reporting period are not approved for CEUs. Reporting CEUs in excess of the required amount do not carry over to the next reporting period. Only activities completed between August 1, 2011 and July 31, 2014 are approved for CEUs.

New Bronze Coaches Certified between August 1, 2011 and July 31, 2014:

These coaches are considered active and are not required to obtain CEUs for the 2011-2014 Reporting Period. CEU reporting will begin during the Reporting Period of 2014-2017 to maintain their active status for the Reporting Period of 2017- 2020.

Silver and Gold Coaches Certified between August 1, 2011 and July 31, 2014:

Obtaining a higher level of certification within a reporting period is recognized as steps to further a coach's education. Therefore, newly certified Silver and Gold coaches will be considered active and are not required to obtain CEUs for the remainder of the reporting period. CEU reporting will begin during the reporting period of 2014-2017 to maintain their active status for the reporting period of 2017- 2020.

To remain active for the 2014-2017 reporting period, the number of CEUs required by the end of the current reporting period, July 31, 2014, are as follows:

If certified prior to January 1, 2006 and have passed the 2011 Recertification Exam:

Bronze: 60
Silver: 60
Gold: 60

If certified between January 1, 2006 and July 31, 2011: (Recertification Exam not required)

Bronze: 60
Silver: 60
Gold: 60

If a new certification is obtained between August 1, 2011 and July 31, 2014:

Bronze: 0
Silver: 0
Gold: 0

Please refer to:

- Page 3 for category maximums.
- Pages 4-5 for activity descriptions.
- Pages 6-7 for documentation needed.
- Page 8 for CEU reporting
- Page 9 for policies and procedures

CEUs Required and Category Maximums

The tables below show the number of CEUs required by July 31, 2014 and the maximum number of CEUs allowed in each category based upon certification date and level of Certification. Notice that in some cases, the category maximums are different for each certification level to emphasize the important areas for that level of coach.

- You must obtain CEUs from at least two categories.
- All CEUs must be earned after August 1, 2011, even if certification was earned before this date.

Bronze Certification						
Original Certification Date (Shown on USBC Certificate)	CEUs Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum	Category E Maximum
Before July 31, 2011	60	30	10	30	30	30
Between August 1, 2011 & July 31, 2014	0	0	0	0	0	0

Silver Certification						
Original Certification Date (Shown on USBC Certificate)	CEUs Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum	Category E Maximum
Before July 31, 2011	60	20	30	30	30	20
Between August 1, 2011 & July 31, 2014	0	0	0	0	0	0

Gold Certification						
Original Certification Date (Shown on USBC Certificate)	CEUs Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum	Category E Maximum
Before July 31, 2011	60	10	30	20	30	20
Between August 1, 2011 & July 31, 2014	0	0	0	0	0	0

CEU Activity Descriptions

Domains of Coaching

The *Domains of Coaching* are the blueprint for the development of curriculum for the education of coaches. Certified coaches of all levels should have a working knowledge of each of these areas and be able to convey the information to their athletes.

The domain areas include:

- Coaching Philosophy
- Mental Preparation
- Equipment Fit and Effects
- Physical Game
- Ball Constructions and Dynamics
- Lane Conditions & Lane Play
- Sports Physiology & Physical Preparation
- Coaching Tools
- Providing Lessons
- Team Concepts
- Business & Marketing

Category A:

Attendance at Clinics, Conferences, Seminars and Workshops

Attendance at activities that fall under this category must be specific to the *Domains of Coaching*. USBC Coaching strongly recommends attendance at educational events from USBC Coaching approved providers; the providers and their events will be made available from USBC Coaching Certification and Development.

Category B:

Committee Work

Serving as a committee member or board member for USBC, BPAA or IBPSIA.

Certification Conference Liaison

Work with a bowling center to host a USBC Coaching Certification Conference

Note: Serving as a liaison for multiple certification levels in the same day is considered one event.

Running a Coaches Clinic, Workshop, or Seminar

Running an event/activity designed towards the ongoing education of coaches. Event must go through the Approved CEU Provider Program.

USBC Quizzes

Passing quizzes related to US Bowler or other online quizzes pertaining to USBC material.

Presentations

Participation as a speaker or panelist at clinics, conferences, etc. or participating in a poster presentation at Coaches Summit

Note: Teaching academic courses do not qualify

Publications

Published works in which the certified coach serves as author/coauthor. Publishing of work must occur within reporting period.

Category C:

First Aid/CPR/AED Certification or Recertification

Completing the requirements for certification or recertification in one or more of the following: First Aid, CPR, AED

Note: CEUs awarded in Category C cannot be reported in Category A

CEU Activity Descriptions

Category C, continued:

Online Proficiency Questions

Submitting and passing sets of online proficiency questions pertaining to the *Domains of Coaching*.

Post-Certification College Course Work

Successfully completing post-certification college/university-level courses with a grade of “C” or better in a course specifically related to the following areas: Human Anatomy, Biomechanics, Exercise Physiology, Exercise Techniques, Nutrition, Marketing, Business, Coaching, Psychology, and Public Speaking.

Note: Teaching academic courses do not qualify and courses must be begun after the certification date

Home Study

Complete courses from USBC Coaching Approved Providers. Courses may only be used once toward certification maintenance.

Personal Development

Any activity completed to keep current with the *Domains of Coaching* that do not fall within another category is considered personal development. Some activities include recommended readings, participating in self-improvement seminars, and being mentored by higher level certified coach.

Webinars

Viewing webinars hosted by Approved Providers and completing subsequent quizzes.

Exercise Technique Manual

Reviewing the Exercise Technique Manual and passing the online exam for credit.

Category D:

Re-Attend the Certification Conference Currently Held / Mentoring Coaches

Re-Attending the Certification Conference for the coaching level currently held and passing the subsequent exam. Re-Attending a conference without exam is available for a lower price and fewer CEUs.

Bronze Coaches mentor Level I Coaches on the Domains of Coaching.

Silver Coaches mentor Bronze Coaches on the Domains of Coaching.

Gold Coaches mentor Bronze and Silver Coaches on the Domains of Coaching.

Category E:

On-Lane Coaching

Coaches can receive credit for giving lessons during a clinic or individual lessons. CEUs are awarded for the following scenarios only:

10 CEU = Coaching in two separate clinics

10 CEU = 10 individual 1 hour lessons

10 CEU = 1 clinic and 5 individual 1 hour lessons

Or 0.5 CEU = Half Hour of Pre/Post League Instructional Sessions

Lesson verification form is required with appropriate signatures for each camp, lesson, and instructional session.

Contact coaching at www.bowl.com/coaching for Lesson Verification Forms.

CEU Categories

Category	Sub-Category	Activity	Number of CEUs Awarded	Required Documentation*
A	Attendance	Attending clinics, conferences, seminars, workshops, etc.	1 CEU per hour of attendance (Ex: 8 hour clinic = 8 CEU) A maximum of 20 CEUs allowed for any one event	Photocopy of attendance certificate or letter verifying participation and number of CEUs
	Committee Work	Serving as a Committee Member for USBC, BPAA, or IBPSIA	5 CEU per year of committee involvement	Letter of verification indicating proof of involvement
B	Certification Conference Liaison	Working with a center to host a Bronze or Silver Certification Conference	10 CEU per event hosted (hosting both on the same day is considered one event)	Photocopy of class verification letter or certificate from USBC
	Host Coaches Clinic, Workshop or Symposium	Hosting an event or workshop by request	10 CEU per event hosted (hosting multiple on the same day is considered one event)	Photocopy of class verification letter or certificate from USBC
	USBC On-Line Quiz	Passing quizzes from specific USBC material	5 CEU for each quiz submitted and passed	Photocopy of quiz from USBC with your score. Verification E-mail from USBC showing your quiz score
	Presentations	Serving as a speaker or panelist at clinics, conferences, etc.	5 CEU per hour of presentation. A maximum of 10 CEUs allowed for each presentation	Photocopy of brochure/flyer showing participation or letter of verification from event host
		Poster Presentation	5 CEUs per poster	Certificate of participation from event and summary of poster
	Publications	Authoring or coauthoring chapters in books	10 CEUs per published chapter	Photocopy of book cover and table of contents
		Authoring or coauthoring books	20 CEUs per published book	Photocopy of book cover and table of contents
		Authoring or coauthoring articles	5 CEUs per published article	Photocopy of article and publication table of contents

CEU Categories

Category	Sub-Category	Activity	Number of CEUs Awarded	Required Documentation*
C	First Aid / CPR / AED	Becoming certified or recertified in First Aid, CPR, AED	5 CEUs per certification/recertification A maximum of 15 CEUs allowed per reporting period	Photocopy of certification card(s)
	Course Work	Passing approved college course work	3 CEU per quarter hour 5 CEUs per semester hour Maximum of 20 CEUs per course	Photocopy of grade report or transcript
	On-line Proficiency Questions	Passing USBC On-Line Proficiency Questions	3 CEUs for each set of questions that are submitted and passed	Verification E-mail from USBC showing your score
	Home Study	Successfully completing an approved home study course	CEUs awarded for preapproved courses only; refer to course listings on our web site for number of CEUs awarded	Photocopy of verification of course completion from preapproved provider
	Personal Development	Engaging in personal development activity	1 CEU per hour of activity	Statement of nature of activities completed
	Webinars	Approved webinar	1 CEU per hour	E-mail confirmation and/or receipt with summary of webinar
	Exercise Technique Manual	Completing the exercise technique manual	5 CEUs	Verification E-mail from USBC
D	Re-Attend Conference and Mentoring	Re-Attending Current Certification Conference or Mentoring	30 CEUs w/ Exam Pass 20 CEUs w/out Exam 1 CEU per hour of Mentoring	Completion through E-Learning or Verification of Mentoring Process
E	On-lane Coaching	Giving Lessons	10 CEUs **	Photocopy of Signed Clinic/Lesson Form

* Required Documentation: Documentation should be submitted for the following situations only:

- If you are selected for the random audit which will take place in October 2014
- If you are appealing your inactive certification status

** CEUs are based off of coaching scenarios listed within the following CEU Category Descriptions

Reporting CEUs

CEU Tracking Workbook

A CEU Tracking Workbook has been created using Microsoft Excel. Coaches who do not have Microsoft Excel can still open the workbook using a free program at www.openoffice.org

Workbook can be downloaded from the coaching pages at bowl.com or through eLearning at education.bowl.com

Downloading CEU Tracking Workbook through eLearning

- Log into eLearning account at education.bowl.com
- Click “Catalogs” on the left side of the screen
- Click on “CEU Catalog”
- Select the correct certification level
- Click “Enroll”
- Click “Confirm Enrollment”
- Click “Go to the Knowledge Center”
- Click “Quick Start” (you can open or save the workbook at this point)

Tracking CEUs using Workbook

- Once workbook is downloaded open it and **read the instructions** on the first page of the workbook.
- Save workbook as instructed
- Fill out the required contact information on the first page
- Click “Track/Report CEUs” to proceed to the next page
- Click “Add CEUs” for a specific category. This opens up the CEU opportunities for that category.
- Fill out the required information and save the workbook.
- **Prior to submitting the workbook, return to the Welcome/Coach Information page and save the workbook for your records.**

Submitting CEUs

Submit CEUs throughout the reporting period or once all CEU requirements have been met using any of the options below:

eLearning account : (see following instructions)

Email to: CoachingCEUs@bowl.com

Fax to: 817-385-8261

Mail to:

USBC Coaching Certification and Development
621 Six Flags Drive
Arlington, TX 76011

Submitting CEUs through eLearning

- Log into eLearning account at education.bowl.com
- In Knowledge Tools on the right side of the screen Click “CEU Reporting”
- Click “File Share Area” tab
- In the Upload Files section select the “File Type” drop down list and select “Submitted Homework”
- Select Instructor “Administrator CEU (CEUADMIN)”
- Click “Browse” for “File Location”
- Find and select your most recent workbook
- Enter Brief Description “CEU Reporting Date” i.e. CEU Reporting061011
- Click “Upload”
- Upload workbook every time you update it and delete your previous version.

Policies and Procedures for Maintaining Certification

Certification Maintenance Fee

There is no fee associated with the process of submitting CEUs for purpose of maintaining a coach's current level of certification.

CEU Documentation

It is the responsibility of each certified coach to maintain a record of all documentation for completed activities.

Please refer to pages 6-7 to determine the documentation required for each activity completed for CEUs. This documentation should **not** be submitted to USBC Coaching unless requested.

Random Audit

USBC Coaching will conduct a random audit of 10-15% of all certified coaches submitting their CEU Reporting Form. Those coaches selected for the audit will be required to submit their CEU documentation to USBC Coaching.

Those randomly chosen for the audit will be notified by mail and email no later than October 2014. Once contacted, coaches have 45 days to submit the documentation that supports the information on the previously submitted CEUs. If supporting documentation is not provided or does not confirm the CEU activities, the conditions for certification maintenance will be considered not met and those coaches will not maintain their active status.

Failure to Report and Appeals

Once certified, each coach continues to be certified as long as he/she fulfills the minimum CEU requirements.

Those who fail to meet the CEU requirements will be sent a Notice of Inactive Certification. Those wishing to appeal will have 90 days to prepare and postmark their appeal.

Appeal packet must include a one page TYPED letter explaining the circumstances that kept the coach from submitting their CEUs, a list of all CEU activities attended and the supporting documentation.

Individuals who allow their certification to become inactive must re-attend the Coaching Certification Conference and pass the subsequent exams in order to be reinstated as a Certified USBC Coach.

Re-Attend Fees for Coaching Conferences

CEU Re-Attend with Exam: 50% of Full Price
CEU Re-Attend without Exam: 33% of Full Price
Inactive Re-Attend with Exam: 50% of Full Price