

## USA Ultimate Instructions How to View Certifications



To register for a clinic, follow the steps outlined below:

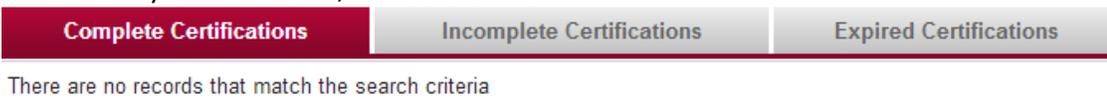
1. Login here: <http://play.usultimate.org/members/login/>



2. On your member account page choose  to go to “My Clinics and Certifications”. Before registering for a clinic, your “My Clinics” portion will look like this:



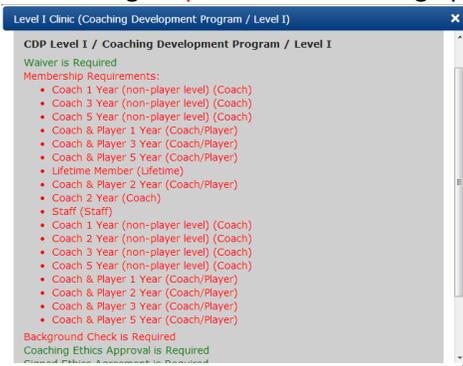
3. Under “My Certifications”, there are 3 tabs:



4. Under “Incomplete Certifications”, you will see certifications associated with clinics you have attended:

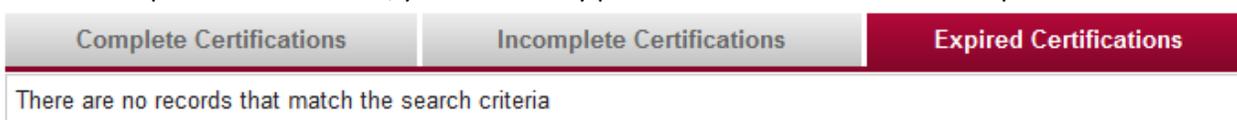
Complete Certifications		Incomplete Certifications		Expired Certifications	
Certification Name	Certification Type	Certification Start Date	Certification Expiration Date	Status	
CDP Level I	Coaching Development Program			Incomplete	<a href="#">Requirements</a>

5. Choosing **Requirements** will bring up a pop up window for missing requirements:



**NOTE:** Certification Start Date, Expiration Date, and Status are currently all manual processes that may have delays in functionality (such as all certification requirements being met and status still listed as incomplete). We will be working to improve this. If all requirements are green, this is evidence of a complete certification.

6. Under “Expired Certifications”, you will see any past certifications that are now expired.



What to do if your Clinic History and Certification information is incorrect:

Please email [cdp\\_info@usultimate.org](mailto:cdp_info@usultimate.org) with the following information:

- Information listed on your membership that is incorrect
- A request describing the problem (i.e., “I’m missing information from my level I certification”)
- Any information you have for missing items: dates, locations, instructors of workshops, estimated date you took a test, etc.
- Be sure to include your USA Ultimate account ID number

*What to do if you believe your Certification is listed incorrectly as “Incomplete” or “Expired”:*

- Currently this function is not automated (a certification does not automatically change to “Complete” when the final item is completed)
- Please check all required items for certification. If all dates are current and all requirements are highlighted in green, you are indeed considered a Certified Coach. Please email [cdp\\_info@usultimate.org](mailto:cdp_info@usultimate.org) to request a status change.
- Be sure to Include your USA Ultimate account ID number

7. Information from the “Registering for Clinics” help document might also apply to this process.

If you have any issues or questions contact USA Ultimate at [info@hq.usultimate.org](mailto:info@hq.usultimate.org) or 719-219-8335.