



COACHES CREDENTIALING PROCESS

The USASF Coach's Credentialing process has three components:

1. Written Tests
2. Hands-on Tests
3. Experience Validation Forms

Is it possible to go through levels 1-5 all at the same time?

Yes, if your gym owner signs off on your Experience Validation Forms (which have been included in this packet).

In this packet you will find information on all of the components included in the credentialing process as well as the pricing structure.

1. WRITTEN TEST

The written tests, answer sheets and corresponding reference materials are available on line.

For **each skill, by level** you will need to:

- A. Download the test
(www.usasf.net, click on Members, click on Credentialing, select Written Tests then click on the links to download the tests you need)
- B. Review the reference materials
- C. Answer questions on test
- D. Bring the answer sheets with you to hands-on testing OR mail answer sheet to:

Processing of your credentialing will be timelier if you submit your written tests to your credentialing instructor at the time of your hands-on test.

Do not mail written tests before you have taken the hands-on tests.

Use the answer sheet provided in THIS packet to submit your written tests to your instructor at the time you take your hands-on tests.

2. HANDS-ON TEST

During the Hands-On portion of credentialing process, the cheer coach will demonstrate they understand how to teach certain skills within each level. Coaches will neither have to perform these skills nor will they be working with athletes during the testing. Coaches will, however, have to explain to an instructor how to perform each skill just as if they were coaching a team. The instructor will have a list of key points that a coach must cover in order to pass that skill and or level. Coaches do not have to cover the key points word for word as listed on the instructors' paper. The instructors job is to validate that the coach, in their own words hit the key points of each skill in order to teach proper technique and ensure that they know what they are talking about in order to keep the athletes safe.

Coaches must score a 70% or higher to become credentialed at that level and qualify to move on to the next level.

To locate a hands-on testing site, visit the USASF website and click on the Member drop-down menu to find the credentialing link that will help you locate a credentialing site in your area. Contact the credentialing instructor for a particular session to pre-register and attend the session at the site you select to take the hands-on portion of credentialing.

To register for a HANDS-ON CREDENTIALING SESSION:

- A. Complete the HANDS-ON CREDENTIALING REGISTRATION FORM.
- B. Mail, fax or e-mail your form to the instructor listed on the registration form or website.
- C. Pre-registration and pre-payment is required to attend a credentialing session.

Checklist of items to bring to HAND-ON CREDENTIALING SESSION:

- A. Written Test
- B. Membership Application (if applicable)
- C. Signed Experience Validation Form (from gym owner)
- D. Check or Credit Card information for credentialing fees (and membership fees, if applicable)

3. EXPERIENCE VALIDATION FORMS (EVF)

This form needs to be signed by the gym owner for a coach to be credentialed beyond level 2 in any skill area.

Explanation of Forms:

Levels 1 and 2

No form required. This is the entry levels for All Star Cheerleading.

Levels 3 and 4 EVF

(Form found at the end of this packet)

The gym owner must sign off on Level 3 and 4 EVF section(s) for a coach to get credentialed for these levels. Coaches need each separate section on the EVF form signed for each category they are requesting credentials: Stunts, Tosses or Tumbling.

The Level 3 and 4 EVF sections state that a coach has a minimum of 100 hours coaching experience at level 1 and or 2 in the category for which they are requesting credentialing.

Level 5 EVF

(Form found at the end of this packet)

The gym owner will need to sign off on the Level 5 EVF section(s) for a coach to get credentialed for this level. Coaches need each separate section on the EVF form signed for each category for which they are requesting credentials: Stunts, Tosses or Tumbling.

The Level 5 EVF sections state that a coach has a minimum of 150 hours coaching experience at level 3 and or 4 in the category for which they are requesting credentialing.

This is an additional 150 coaching hours to the 100 hours at 1 and or 2, not just an additional 50 hours. So the total number of coaching hours is 250 with a minimum of 150 hours spent at levels 3 and 4.

Pricing

Stunts		Tosses		Tumbling	
Levels 1	\$15.00	Level 1	N/A	Level 1	\$15.00
Level 2	\$15.00	Level 2	\$15.00	Level 2	\$15.00
Level 3	\$15.00	Level 3	\$15.00	Level 3	\$15.00
Level 4	\$15.00	Level 4	\$15.00	Level 4	\$15.00
Level 5	\$15.00	Level 5	\$15.00	Level 5	\$15.00

* Pricing ***includes both*** written and hands-on testing. There is ***NOT*** a separate fee for each component.

QUESTIONS:

Contact your Credentialing Instructor, Regional Director, Area Director or the USASF Office. Contact names and phone numbers can be found at www.usasf.net



Hands-on Credentialing Registration Form and Coach General Information Sheet

*Fax, Mail or E-mail this form to your CREDENTIALING INSTRUCTOR with payment.
Form and payment must be received at least 10 days prior to the credentialing session.*

Coach Information:

Coach Name _____
 Home Mailing Address: _____

 City _____
 State _____ Zip _____
 E-mail Address : _____

 Home Phone _____
 Work Phone _____
 Cell Phone _____

Hands-on Testing Information:

Which Skill Sets and Levels will you be completing?

Please circle all that apply:

Stunts: 1 2 3 4 5

Tumbling: 1 2 3 4 5

Tosses: 1 2 3 4 5

Total # of tests _____ @ \$15 each = \$ _____

Membership Information:

Please indicate your membership type:

NOTE: If a GYM is a member, all coaches in the gym are considered members. Coach membership is intended for coaches not affiliated with a specific gym OR Coach at a gym that is not a member.

_____ Individual Coach Member

_____ I work at a gym that is a USASF Member

Are you paying your membership fee now? YES NO

If YES, is this a RENEWAL or NEW membership?

Membership fees: Coach \$40 Gym \$150

Payment Information:

Amount Due:

Credentialing \$ _____ + Membership \$ _____ = \$ _____

Payment Method: Check # _____ Credit Card

Credit Card # _____

Expiration Date: _____ # on Back _____

Cardholders Name _____

Cardholders Billing Address _____

City _____

State _____ Zip _____

Cardholder's Signature: _____

Gym Information:

Gym Name _____
 Team Name _____
 Gym Owner Name(s) _____
 Gym Owner Cell Phone _____
 Gym Mailing Address: _____

 City _____
 State _____ Zip _____
 Gym E-mail Address: _____

 Gym Website: _____

 Gym Phone _____
 Gym Fax _____

FOR OFFICE USE ONLY (Testing Results):

LEVEL	STUNTS WRITTEN	STUNTS HANDS-ON	EVF
1	out of 15	out of 22	N/A
2	out of 15	out of 18	N/A
3	out of 10	out of 14	
4	out of 10	out of 12	
5	out of 10	out of 13	

LEVEL	TOSSES WRITTEN	TOSSES HANDS-ON	EVF
1	N/A	N/A	N/A
2	out of 10	out of 9	N/A
3	out of 10	out of 10	
4	out of 10	out of 14	
5	out of 10	out of 15	

LEVEL	TUMBLING WRITTEN	TUMBLING HANDS-ON	EVF
1	out of 10	out of 5	N/A
2	out of 10	out of 6	N/A
3	out of 8	out of 3	
4	out of 8	out of 6	
5	out of 8	out of 7	



Employment Verification Form

Complete this form and bring it with you to the HANDS-ON CREDENTIALING SESSION

Coach Information:

Coach Name _____

E-mail Address :

Cell Phone _____

Home Phone _____

Work Phone _____

Gym Information:

Gym Name _____

Gym Owner Name _____

Gym Owner Cell Phone _____

Gym is located in :

City _____ State _____

Gym Phone _____

Experience Validation Tosses Levels 3 & 4:

As the owner of the gym listed above, I validate that the above named coach has **100 HOURS** of coaching experience at **TOSSES LEVEL 2** qualifying him/her for credentialing Tosses at Levels 3 & 4.

Gym owner signature Date

Experience Validation Tosses Levels 5:

As the owner of the gym listed above, I validate that the above named coach has **150 HOURS** of coaching experience at **TOSSES LEVELS 3 & 4** qualifying him/her for credentialing Tosses at Level 5.

Gym owner signature Date

Experience Validation Stunts Levels 3 & 4:

As the owner of the gym listed above, I validate that the above named coach has **100 HOURS** of coaching experience at **STUNTS LEVELS 1 & 2** qualifying him/her for credentialing Stunts at Levels 3 & 4.

Gym owner signature Date

Experience Validation Stunts Levels 5:

As the owner of the gym listed above, I validate that the above named coach has **150 HOURS** of coaching experience at **STUNTS LEVELS 3 & 4** qualifying him/her for credentialing Stunts at Level 5.

Gym owner signature Date

Experience Validation Tumbling Levels 3 & 4:

As the owner of the gym listed above, I validate that the above named coach has **100 HOURS** of coaching experience at **TUMBLING LEVELS 1 & 2** qualifying him/her for credentialing Tumbling at Levels 3 & 4.

Gym owner signature Date

Experience Validation Tumbling Levels 5:

As the owner of the gym listed above, I validate that the above named coach has **150 HOURS** of coaching experience at **TUMBLING LEVELS 3 & 4** qualifying him/her for credentialing Tumbling at Level 5.

Gym owner signature Date

Coach Verification:

I verify the information validated above is correct. I possess the required experience to credential at the levels which I will be tested.

Coach signature Date



WRITTEN TESTS – ANSWER SHEET

Please print in all CAPITAL letters.

Coach Name _____ Date _____

Team, School, Club or Gym Name _____

E-mail Address _____

Coach Signature _____

Please complete this form using all CAPITAL letters. For the True/False section, please **write the entire word TRUE or FALSE**. In the multiple choice section, your capital letters should look like the examples below:

A B C D

STUNTS									
Level 1		Level 2		Level 3		Level 4		Level 5	
True/False		True/False		True/False		True/False		True/False	
1.		1.		1.		1.		1.	
2.		2.		2.		2.		2.	
3.		3.		3.		3.		3.	
4.		4.		4.		4.		4.	
5.		5.		5.		5.		5.	
Multiple Choice		Multiple Choice		Multiple Choice		Multiple Choice		Multiple Choice	
1.		1.		1.		1.		1.	
2.		2.		2.		2.		2.	
3.		3.		3.		3.		3.	
4.		4.		4.		4.		4.	
5.		5.		5.		5.		5.	
6.		6.							
7.		7.							
8.		8.							
9.		9.							
10.		10.							
Score		Score		Score		Score		Score	

Please use page 2 to record your answers for the written tests for both Tosses and Tumbling

Coach Name _____ Date _____

Coach Signature _____

Please complete this form using all CAPITAL letters. For the True/False section, please **write the entire word TRUE or FALSE**. In the multiple choice section, your capital letters should look like the examples below:

A B C D

TOSSES									
		Level 2		Level 3		Level 4		Level 5	
		Multiple Choice		Multiple Choice		Multiple Choice		Multiple Choice	
		1.		1.		1.		1.	
		2.		2.		2.		2.	
		3.		3.		3.		3.	
		4.		4.		4.		4.	
		5.		5.		5.		5.	
		True/False		True/False		True/False		True/False	
		1.		1.		1.		1.	
		2.		2.		2.		2.	
		3.		3.		3.		3.	
		4.		4.		4.		4.	
		5.		5.		5.		5.	
		Score		Score		Score		Score	

TUMBLING									
Level 1		Level 2		Level 3		Level 4		Level 5	
Multiple Choice		Multiple Choice		Multiple Choice		Multiple Choice		Multiple Choice	
1.		1.		1.		1.		1.	
2.		2.		2.		2.		2.	
3.		3.		3.		3.		3.	
4.		4.		4.					
5.		5.		5.					
True/False		True/False		True/False		True/False		True/False	
1.		1.		1.		1.		1.	
2.		2.		2.		2.		2.	
3.		3.		3.		3.		3.	
4.		4.		4.		4.		4.	
5.		5.		5.		5.		5.	
Score		Score		Score		Score		Score	