

PARKER YOUTH SPORTS

CDC COACHES CONCUSSION CERTIFICATION GUIDANCE

Website: <https://www.train.org/cdctrain/course/1089818/details>

1. Log in with your account or create account.
 - If you need to create a new account you will be asked for
 - Community of Practice = **HEADS UP Concussion Training** ○ Click CONFIRM, then CONTINUE
 - Discipline = **No Discipline**
 - Click CONFIRM, then CONTINUE
 - After creating a new account you will have 2 NOTIFICATIONS
 - Click on Notification 1 – Profile Incomplete. Areas needing additional information will be flagged in red
 - CONTACT – Add phone number, click SAVE in upper right corner
 - ADDRESS – Add address information, click SAVE in upper right corner
 - ORGANIZATION – Enter PARKER YOUTH SPORTS, click SAVE in upper right corner
 - PROFESSIONAL ROLE – Select CANCEL in upper left corner to return to main page click SAVE in upper right corner
 - WORK SETTINGS – Select VOLUNTEER YOUTH COACH, click SAVE in upper right corner
 - Click CANCEL in upper left corner to return to main page ○ Click on Notification 2 – Not set to receive emails
 - Select your option, click SAVE in upper right corner
 - Click CANCEL in upper left corner to return to main page
2. On the main page click **SEARCH** icon in the upper right corner
 - Enter “heads up” and click ENTER
 - Scroll down to **HEADS UP to Youth Sports: Online Training for Coaches** (~4th item in list)
 - On the training page:
 - Take the Pre-Assessment (highlighted green) ○ Take the Course (Highlighted green after Pre-Assessment) ○ Take the certification test
 - After passing the test, download your certificate to your computer. You will need to upload this certificate to the Hawks Website.
3. On the Parker Youth Sports website, go to the COACHES CORNER and select CONCUSSION CERTIFICATION to upload your certificate.
4. Contact the Hawks Admin (admin@parkerhawks.org) for any questions.