

Instructions for Completing Your ASEP Course Report Form

Thank you for being an ASEP *Coaching Principles* and/or *Sport First Aid* instructor. Your time commitment in preparing for and administering courses as well as attention to detail in presenting the course curriculum is appreciated. The effort and excitement you bring to the classroom often makes the difference between an average and outstanding educational experience for the coaches you instruct.

To ensure coaches' tests are processed and recorded as promptly as possible, we ask that you fill out your course report form as completely and accurately as possible.

Lead Instructor

Enter your name and ID number.

Organization

Enter the organization you're affiliated with.

Address Type

Enter your address in the **Address 1** field. Please indicate if this is your home or work address and whether it's a new address so that we can update your record. Enter city, state, ZIP, phone, and email.

Instructor 2

Enter the names and ID numbers of other instructors who may have assisted you in conducting the course. If you were the only instructor, leave these fields blank.

Course Date

Enter the last date the course met. Most *Coaching Principles* (and *Sport First Aid*) courses are conducted in one day, so that date is the one you enter here. In the event your clinic was spread out over multiple days, be sure to enter the last day the course met. If you are a college or university instructor teaching the course, enter the day your class last met.

Number Attending

Enter the number of coaches who attended your clinic.

Course Code

Enter AA for *Coaching Principles*.

Enter BB for *Sport First Aid*.

Org Code

If you conducted a course in which *all* participants were from the same organization, enter the code for that organization. If, however, coaches from different organizations attended the clinic, please leave this field blank. If you do not know the organization code for the group you conducted the course for, please call the ASEP National Center to ask.

Send Results To

You have the choice of having test results sent to you or to the coaches who attended your clinic (not both). No matter your choice, you and your coaches can access test results anytime through the "Get Test Results" area of the ASEP Web site.

Course Roster

Enter the names (first and last) and ID number for each of your attending coaches. For future reference, make note of the information required to complete this section. Be sure to ask for this information when your coaches pre-register for or sign in at your clinics.

For the ID number, coaches have two options: They can simply use their social security number as the ID number. Or, if a coach does not wish to use his or her social security number, just have the coach leave that field blank, and instruct him or her to contact the ASEP National Center at 800-747-5698, ext. 2930 to request an alternate ID number. Please do not assign an ID number to your participants or allow them to create one on their own, as this will delay test processing.

If you had more than 20 participants at your clinic, press the "show 21-30" button at the bottom of the course roster for additional name fields.

Other Information

Students' names must be on the roster regardless of whether they plan to take the test online or paper-pencil.

Before submitting your ASEP Course Report Form, please check to see that you have completed the form in its entirety. Missing or incorrect information on the ASEP Course Report Form will delay test processing.

Submit CRF

Press the "Submit CRF" button at the bottom of the screen. You'll next receive a confirmation screen saying, "Your course report form has been successfully created. Thank you!" You also have the opportunity to print your CRF.

Second Course

If you completed the course report form for a *Coaching Principles* course, and you also taught a *Sport First Aid* clinic (or vice versa) **attended by the same coaches**, click the "**Add Second CRF**" button. This will automatically create a second CRF in the system with most of the fields already populated. You have the ability to edit any of the information on the form. This includes the course roster, in the event not all the same coaches attended both your clinics. Be sure to enter the date your second clinic met. After your second form has been completed, press the "Submit CRF" button at the bottom of the screen. You'll next receive a confirmation screen saying "Your course report form has been successfully created. Thank you!" You also have the opportunity to print your CRF.