

Attention Student Athletes....These are instructions on how to complete the concussion course prior to August 3rd. It is imperative that you understand the urgency in this and understand that you will not be permitted to tryout unless this course is completed.

Memorandum

TO: All Member School FHSAA Principals, Representatives, and Athletic Directors

FROM: Dr. Roger Dearing, Executive Director
Justin Harrison, Associate Executive Director for Athletic Services

SUBJECT: **NEW for 2015-16 -- Classes Required for All Head Coaches, Paid/Supplemented Coaches, & Student-Athletes**

THIS IS A REMINDER: PLEASE BE CERTAIN THAT ALL OF YOUR COACHES & STUDENT-ATHLETES PARTICIPATING IN THE UPCOMING SPORTS SEASON THAT ARE REQUIRED TO COMPLETE THE CONCUSSION CLASS AND/OR SUDDEN CARDIAC ARREST CLASS HAVE DONE SO PRIOR TO THE FIRST PRACTICE IN THEIR SPORT.

IMPORTANT NOTE: THESE COURSES ARE NOW REQUIRED ANNUALLY.

THIS NOTICE IS AN EFFORT TO HELP YOU AVOID PENALTIES LATER IN THE SEASON WHEN YOU MAY BE ASKED, AT RANDOM, TO PRODUCE THE COMPLETION CERTIFICATES FOR A CERTAIN COACH OR STUDENT-ATHLETE.

Effective with the 2015-16 school year, the FHSAA requires all **head coaches, paid/supplemented coaches, and student-athletes** for all sports at all levels to complete the free NFHS "Concussion in Sports" course prior to the first practice of their sport **annually**. In addition, the FHSAA requires **all head coaches and paid/supplemental coaches** for all sports at all levels to complete the free NFHS "Sudden Cardiac Arrest" course prior to the first practice in their sport **annually**.

COURSES MUST BE COMPLETED ON OR AFTER JUNE 1, 2015.

Each school's athletic department is required to keep a copy of each individual's completion certificate on file. The FHSAA will, randomly, request a copy of a particular individual's certificate. If you are unable to provide us proof of completion of a course, a coach may be suspended until the course has been completed and a financial penalty will be assessed.

The following are instructions for ordering and completing the required courses:

FOR HEAD COACHES, PAID/SUPPLEMENTED COACHES, & STUDENT-ATHLETES --

Course 1: NFHS "Concussion in Sports"

(Important Note: If you have completed this course anytime in the past, the course must be

"ordered" prior to beginning the course.)

Course Ordering

Step 1: Go to www.nfhslearn.com.

Step 2: “**Sign In**” to your account using the email address and password you provided at time of registering for an nfhslearn account.

OR

If you do not have an account, “**Register**” for an account.

Step 3: Click “**Courses**” at the top of the page.

Step 4: Scroll down to “Concussions in Sports” from the list of courses.

Step 5: Click “View Course”.

Step 6: Click “**Order Course.**”

Step 7: Select “**Myself**” if the course will be completed by you.

Step 8: Click “**Continue**” and follow the on-screen prompts to finish the checkout process. (Note: There is no fee for this course.)

Beginning a Course

Step 1: Go to www.nfhslearn.com.

Step 2: “**Sign In**” to your account using the email address and password you provided at time of registering for an nfhslearn account.

Step 3: From your “**Dashboard,**” click “**My Courses**”.

Step 4: Click “**Begin Course**” on the course you wish to take.

*Your course will launch on the same page of the web browser.

Click “Back to Dashboard**” when ready to exit course.

Be sure to print the certificate of completion at the end of the course as each school’s athletic department is required to keep a copy on file.