

July 15, 2013

TO: HEAD VARSITY CROSS COUNTRY COACHES

RE: CONCUSSION EDUCATION MANDATE FOR THE 2013-14 SCHOOL YEAR

Dear Head Varsity Cross Country Coach:

Last week the administrators at your school received an email regarding an IHSAA and IGHSAA policy requiring concussion education for head varsity coaches on an annual basis. Beginning with the 2013-14 school year all head varsity coaches are required to view the 20-minute NFHS online course titled, "Concussion in Sports: What You Need to Know" before the first official day of practice in the first sport they coach. While an administrator from your school should inform you about the course requirement, we also wanted to send you notification.

If you do not view the course before your first day of cross country practice, you will NOT be eligible to coach during the post-season. If you are the head varsity coach for another sport, you are only required to view the course before the first sport that you coach this school year.

Here are the directions for head varsity coaches to access the on-line "Concussion in Sports" course:

1. Go to the IHSAA website www.iahsaa.org
2. Near the bottom of the home page click on the link that says "FREE SPORTS CONCUSSION COURSE" or use this direct link - <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>
3. You will be directed to the NFHS Learning Center where you will need to click on the link that says 'Please order the new "Concussion in Sports – What You Need to Know" course here'.
4. Select "PLEASE LOGIN TO ORDER" that is in the grey box.
5. A box will then appear where you will need to login if you already have an account at NFHSLearn.com or select "REGISTER NOW" if you have not yet created an account. If you already have an account, please login in and select "Edit My Profile" under 'Quick Links' to BE SURE YOUR NAME IS LISTED EXACTLY THE SAME AS IT IS ON YOUR SCHOOL'S ONLINE IHSAA DIRECTORY. Here is a link where you can enter your school name and check the spelling of your name as it was entered into the online directory - <https://www.iahsaa.org/secure/dirpublic.php>
6. If you select "REGISTER NOW" you will need to complete the registration process. Again, you need to BE SURE YOUR NAME IS LISTED EXACTLY THE SAME AS IT IS ON YOUR SCHOOL'S ONLINE IHSAA DIRECTORY. Please see the link above to check the spelling of your name as it was entered into the online directory.
7. Once logged in select the "Concussion in Sports – What You Need to Know" course from the 'Free / Elective Courses' and click the "Order Now" button and complete the ordering process:
 - a. Select "I am ordering a course for myself" and then "Continue"
 - b. Select "Save" under the drop down box where "Iowa" should appear, and then "Checkout"

c. Select "Complete Purchase"

8. Once this process is complete you will be directed to your NFHSLearn homepage where you will find the course.

9. Select the "Begin" button to the left of the course to start the video.

10. Once the course is complete, go to "My Homepage/Courses" and select the "My Completed Courses" tab. From there, print your certificate of completion to keep for your records.

In order to receive credit for the course, you must register, view the course, and print the certificate of completion at the end of the course. Once your certificate of completion is printed, the system will automatically record that you have viewed the course. We will then be able to access the NFHS secure web site to verify that you have viewed the course. Your certificate of completion also verifies for your school's administration that you have completed the online course.

If you previously viewed this course before June 16, it will NOT count because the course content has been updated. To receive credit for the course for the 2013-14 school year, it must be viewed after June 16, 2013.

If you have any questions about accessing the online course please don't hesitate to contact Chelsea Clark in our office. If you have any questions about the requirement for completing the course don't hesitate to contact me.

Have a great 2013-14 school year!

Sincerely,

David Anderson
Assistant Executive Director