

## ***Introduction to Coaching Cyclists Order Form***

Ordering the book with this form costs \$45. If you are eligible to order online through MYUSACYCLING, the cost is \$35. If the book is being mailed outside of the US, an additional fee of \$20 will be charged. Manuals mailed to Colorado addresses are subject to Colorado sales tax.

Please fax to 719.434.4324 or mail to

USA Cycling Coaching Education (make checks payable to "USA Cycling")

210 USA Cycling Point, Ste 100

Colorado Springs, CO 80919

Name \_\_\_\_\_

Mailing Address:

Day Phone \_\_\_\_\_

Email \_\_\_\_\_

If mailed to Colorado Springs, cost (tax inc) \$48.33

If mailed to El Paso County, cost (tax inc) \$47.21

If mailed to any other place in CO, cost (tax inc) \$46.31

If mailed to addresses in the remainder of the US \$45.00

Outside US shipping fee \$20.00

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Credit Card information (Visa or Mastercard only)

Name on Card \_\_\_\_\_

CC# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp Date \_\_\_\_\_ / \_\_\_\_\_

## Taking the Exam

Please do not fax this page back to USA Cycling.

When you are ready to take the online exam (if you are eligible), you will need to create an account at [www.usacycling.org](http://www.usacycling.org). Click on MY ACCOUNT and follow the process.

Only US citizens or legal residents of the US are eligible for certification.

You will also need to complete the criminal background check process (described on the USA Cycling website in the COACHES area). The background check can take 2 weeks or more.

Once you pass the test, that test is good until the test or materials undergo a major revision. Once you start the test, you need to return to it within 14 days and answer at least one question. If you do not, the test will be “re-set” and all answers will be lost. **This does not mean that you have to finish the test in 14 days, just that you must answer a question within 14 days once you begin.**

After you pass the test and submit the criminal background check, you can submit the coaching license application (available from the USA Cycling website in the COACHES area). Coaching licenses expire on December 31. However, if you submit a coaching license application after December 1 that is for the following year, that license will be valid through the following year. For instance, if you submit the 2012 coaching license application on December 2, 2011 that will be good through December 31, 2012. **However, you cannot use a 2011 coaching license for the 2012 license year.** Also, you cannot submit a coaching license application and ask for it to be “held”. They are processed as they come in.

The application submitted must include original signatures on the Media Waiver and Acknowledgement of Risk forms. Faxes, scans, etc. cannot be accepted.