

DIRECTIONS FOR COACHES TO ACCESS THE ON-LINE "CONCUSSION IN SPORTS" COURSE:

1. Go to this direct link – <http://nfhslearn.com/courses/38000> - to access the course.
2. Coaches who have never registered at NFHSLearn.com will select “REGISTER” and complete the registration process. After entering their personal information (name, address, etc.) they will be directed to a “Profile” page. On the “Profile” page, they MUST SELECT ‘Coach’ as one of their primary positions. They MUST SELECT ‘Iowa’ as their state and MUST ENTER THEIR BoEE FOLDER NUMBER UNDER THE HEADING ‘State Assigned ID Number’!! IF THEY DO NOT ENTER ‘Iowa’ AS THEIR STATE AND DO NOT ENTER THEIR BoEE FOLDER NUMBER, THEY WILL NOT GET CREDIT FOR VIEWING THE COURSE! Coaches who do not know their BoEE folder number can use this Iowa Board of Educational Examiners link - <https://www.iowaonline.state.ia.us/boee/> to search for it.
3. Coaches who have already registered for NFHSLearn.com will need to “Sign In” (passwords are case sensitive) and select “COURSES” from the top menu. The easiest way to access the “Concussion in Sports” course may be to begin typing ‘concussion’ in the “Search for Courses” box. When the “Concussion in Sports” logo appears, move the cursor over it and click, “View Course”. When the next page appears, click “Order Course”.
4. Complete the ordering process by selecting:
 - a. “I am ordering a course for myself”,
 - b. “Iowa” as the State,
 - c. “Checkout”,
 - d. “I agree to the NFHS No Refund Policy for online education courses, except for inadvertent duplicate purchases”
 - e. “Continue”.
 - f. When the ‘Order Receipt’ appears, click on “DASHBOARD” in the top menu, then click on “Begin Course”.
5. At the end of the course, there is a course evaluation form to complete before they can select “Download Certificate” so they can print their certificate of completion to keep for their records.

ALL coaches will need to view the online NFHS concussion course before their first 2015-16 practice, regardless of when they viewed the course during the 2014-15 school year. Coaches who become active after their sport season has begun, have seven calendar days from their date of hire/assignment to view the course.

If you have any questions about accessing the online course please don't hesitate to contact Chelsea Clark (ccclark@iahsaa.org) or myself in our office. If you have any questions about the requirement for completing the course don't hesitate to contact our office.

Sincerely,

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