



CERTIFICATION MAINTENANCE AND CONTINUING EDUCATION POLICY

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CERTIFICATION MAINTENANCE AND CONTINUING EDUCATION POLICY

Effective: January 1, 2001; Revised June 23, 2014, October 29, 2014, November 17, 2015

Introduction

Effective January 1, 2001, this policy sets forth information regarding ACBSP™ certification maintenance requirements, including certain changes in the standards, guidelines, and procedures of the ACBSP Policy on Continuing Education. While the objectives of the continuing education program remain the same, these revisions are intended to clarify all requirements and guidelines concerning the ACBSP recertification process and to simplify administrative procedures.

Statement of Purposes

The ACBSP Board of Directors has established a continuing education program as part of the certification maintenance process for ACBSP certificants: Diplomate American Chiropractic Board of Sports Physicians® (DACBSP®) and Certified Chiropractic Sports Physicians/Practitioners® (CCSP®). This policy applies to all active certificants, and is designed to protect the integrity of ACBSP certificants and the patients they serve. Among other purposes, the Certification Maintenance and Continuing Education Policy is intended to:

- Promote continued competence by requiring ACBSP certificants to demonstrate a current level of professional knowledge and skills in the specialty of chiropractic sports medicine; and,
- Encourage ACBSP certificants to advance and enhance their knowledge and skills within the domain of chiropractic sports medicine.

Certification Maintenance Process and Requirements

As explained in this policy, certificants may maintain their certification by either: retaking and passing the appropriate ACBSP™ certification examination(s); or, meeting the educational and professional activity requirements of the ACBSP continuing education program as defined in this policy. Additionally, all certificants must maintain a current healthcare provider level CPR certification in order to maintain ACBSP certification.

All examination policies, deadlines, fees and site availability rules apply to examinations completed for certification maintenance purposes.

1. **Certification Examination for Certification Maintenance.** Certificants may choose to retake their respective certification examination(s) in lieu of complying with the annual continuing education requirements in order to maintain their certification.
 - a. CCSP Requirement. Successful completion of the CCSP certification examination.



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- b. **DACBSP Requirement.** Successful completion of both the written and practical DACBSP certification examinations.
2. **Continuing Education Requirement for Certification Maintenance.** Certificants may maintain their certification through continuing education activities. A minimum number of continuing education units (CEUs) must be accumulated every one-year period following ACBSP certification, as described below. The ACBSP has established the following CEU requirements:
 - a. **CCSP Requirements.** Completion of twelve (12) CEUs every, January 1 to December 31, one-year period.
 - b. **DACBSP Requirements.** Completion of twenty-four (24) CEUs every, January 1 to December 31, one-year period.

The ACBSP grants CEUs to certificants for participation in educational and practical activities meeting specific criteria, as described in this policy. Credits may only be applied to the one-year period in which they are earned. Therefore, unless otherwise permitted by this policy, credits earned in excess of the requirements may not be applied to the next or a previous one-year period.

3. **Maintenance of Healthcare Provider Level CPR Certification.** In order to maintain certification with the ACBSP, all certificants must maintain current healthcare provider level CPR/AED certification from one of the following organizations: American Heart Association (BLS for the Healthcare Provider) or American Red Cross (Professional Rescuer) or equivalent.

Compliant CPR courses must include:

- Hands-on training
- CPR for infants, children, and adults
- One person and two person CPR methods
- AED

Healthcare provider level CPR courses that include online education and a hands-on component are acceptable and meet ACBSP compliance criteria. Online education only courses are not acceptable.

4. **Completion of "Misconduct in Sport" Training.** The ACBSP Board of Directors unanimously approved of a change to our annual CEU requirements for the CCSP® and DACBSP®. Beginning January 1, 2019, all ACBSP certificants will be required to have "misconduct in sport" training. The ACBSP shall require certificants to demonstrate evidence of training to recognize, reduce and respond to all misconduct in sport (i.e. SafeSport, or comparable program) every four (4) years as a requirement to maintain certification.



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Annual Maintenance Fee

The ACBSP will assess an annual maintenance fee to support board and organizational business operations including direct and indirect costs related to providing certificant and certification management services. The Board of Directors will determine the maintenance fee and penalty fee on an annual basis.

The annual fee will be assessed to all active certificants each maintenance period and must be paid by January 31 each year. A late fee will be assessed to all certificants who neglect to pay the maintenance fee prior to January 31. In order to maintain an active certification status certificants must pay the maintenance fee and applicable late fee no later than June 30. Certificants not in compliance by June 30 will receive a notification of non-compliance via email. Those not in compliance will be required to comply within 30. Certificants who do not comply within 30 days from the date of the notification of non-compliance will be removed from the ACBSP™ Certificant Directory on the ACBSP website and their certification will be placed in an inactive status (see Inactive Certification Status below).

- Maintenance Fee and Due Date for New CCSP Certificants.** Upon notification of successfully earning the CCSP certification, new CCSP certificants will be assessed a prorated maintenance fee according to the fee schedule below. Upon receipt of the fee the new certificant’s name, office address, office phone number, and a link to the doctor’s office website will be entered into the ACBSP™ Certificant Directory on the ACBSP website.

Date of Notification of Certification	Maintenance Fee Due Date	% Annual Maintenance Fee
January 1 – March 30	April 1 or within 14 days of notification of certification whichever is later	75%
April 1 – June 30	July 1 or within 14 days of notification of certification whichever is later	50%
July 1 – September 30	October 1 or within 14 days of notification of certification whichever is later	25%
October 1 – December 31	January 1 or within 14 days of notification of certification whichever is later	100%



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2. **Reduction or Waiver of Annual Maintenance Fee.** The ACBSP will consider requests for the reduction or waiver of annual maintenance fee requirement based on specific, individual, mitigating circumstances, including undue hardships and unforeseen circumstances that prevent timely completion of the requirement. Requests for the reduction or waiver of the requirement must be submitted in writing and must contain complete, accurate, and compelling information supporting the request for the reduction or waiver. ACBSP retains the sole and exclusive authority to grant or deny a reduction or waiver request. Formal notification of the ACBSP decision will be forwarded to the certificant.
 - a. **Retired/Disabled/Military Certificants.** Any certificant who has withdrawn from active chiropractic practice due to retirement, disability, or active-duty military service and wishes to keep his/her certification active must immediately notify the ACBSP in writing. Maintenance fees may be reduced by 50% for only the time that the certificant is not practicing. Other certification maintenance requirements such as continuing education and CPR certification will still be required per this policy. Documentation of retirement, disability, or active-duty military services must be provided to the ACBSP office for verification.
 - b. **Full-time Faculty Certificants.** Any certificant who is also a full-time faculty member and wishes to keep his/her certification active must immediately notify the ACBSP in writing. A formal letter confirming full-time faculty status from the school's president or department chairperson must be provided to the ACBSP on an annual basis. Maintenance fees may be reduced by 50% for only the time that the certificant is a full-time faculty member. Other certification maintenance requirements such as continuing education and CPR certification will still be required per this policy.

Annual Continuing Education Requirements

The ACBSP has established a yearly (12 month) time period, or cycle, for the completion of certification maintenance requirements. Under the continuing education program, a certificant must earn the required number of CEUs within each, January 1 to December 31, one-year period in order to maintain their certification.

Continuing education requirements become effective January 1 of each year following initial certification, except as otherwise permitted by this policy. The rationale for a one-year period is that protocols for the emergency management of an injured individual are in transition (e.g. traumatic brain injury, concussion) and, although emergency medicine skills may be infrequently required, mastery and maintenance of these skills is of paramount importance.

1. **Initial Period.** The initial period under this policy began January 1, 1996 and ended December



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31, 1998.

2. **New Certificants: Initial Maintenance Period.**
 - a. **New CCSP certificants.** Must fulfill the annual continuing education requirement beginning January 1 of the year that immediately follows the date of certification.
 - b. **New DACBSP certificants.** Must fulfill the CCSP annual continuing education requirement for the year in which the DACBSP certification is earned. Beginning January 1 of the year immediately following the date of the DACBSP certification the certificants must fulfill the DACBSP annual continuing education requirement.
3. **Maintenance of Continuing Education Records.** All certificants must maintain verified, valid evidence of completion of any applicable continuing education activity, including copies of any documentation submitted to the ACBSP.
4. **Attestation of Compliance.** Effective January 1, 2015, all certificants will be required to declare their current and future compliance with the ACBSP certification maintenance criteria including compliance with annual continuing education requirements, CPR maintenance requirement, and maintenance of records documenting compliance with this policy.
5. **Annual Audit Process.** Effective January 1, 2015, the ACBSP will no longer require or accept routine submission of evidence of certificants' continuing education activities rather the ACBSP will require all certificants to attest to their compliance with all applicable policies including maintenance of evidence records of compliance. The statement of attestation of compliance will be included on the web-based registration form. Each active certificant is required to complete the registration form to process their annual certificant maintenance.

An annual audit will be conducted on a representative sample of active certificants to verify compliance. No later than January 15 of each year a random number generator will be used to create an appropriate sample of certificate numbers from the list of active certificate numbers. The certificants who hold these certificates will be contacted via email no later than January 31 and required to submit evidence of their continuing education activities for the prior one-year maintenance period (prior calendar year) and current, valid CPR certification. Certificants selected for the audit sample must submit valid and verifiable evidence to the ACBSP no later than March 17. Submitted evidence will be reviewed and compliance status will be determined and recorded. The ACBSP may request additional information or clarification of a specific program or activity prior to final acceptance. Final audit results will be recorded no later than June 30 and a notification of non-compliance will be sent to pertinent certificants via email. Certificants found to not be in compliance, including those that did not respond to the audit notification, will then have 30 days from the date of the notification of non-compliance to provide additional evidence of compliance or otherwise appeal the audit results. If, after the 30-day period expires, the non-compliance determination has not been reversed or the certificant has not responded to the initial notification or the notification of non-compliance the individual's certification will be placed in an inactive status (see Inactive Certification Status below).



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6. **Reduction or Waiver of CEU Requirements.** The ACBSP will consider requests for the reduction or waiver of continuing education requirements based on specific, individual, mitigating circumstances, including undue hardships and unforeseen circumstances that prevent timely completion of such requirements. Requests for the reduction or waiver of continuing education requirements must be submitted in writing and must contain complete, accurate, and compelling information supporting the request for the reduction or waiver. ACBSP retains the sole and exclusive authority to grant or deny a reduction or waiver request. Formal notification of the ACBSP decision will be forwarded to the certificant.
7. **Inactive and Suspended Certification Status.**
 - a. **Failure to Meet Certification Maintenance Requirements.** Although the CCSP and DACBSP certifications do not have an expiration date, failure to comply with ACBSP certification maintenance policies will result in the individual's certification being designated as inactive. Once the certification is placed into inactive status, the doctor is prohibited from using the ACBSP™ owned certification marks and from identifying themselves as certified by the ACBSP. Once the certification is designated as inactive the doctor's information will be removed from the ACBSP™ Certificant Directory on the ACBSP website.
 - b. **Voluntary Certification Suspension Status: Withdrawal from Practice/Retired.** Any certificant who has withdrawn from active chiropractic practice but wishes to maintain their certification must immediately notify the ACBSP and will be placed on a voluntary certification suspension list. Such retired certificants are permitted to retain suspended certification status and may seek to activate certification upon application to the ACBSP, provided that the individual complies with appropriate policies (see Reduction or Waiver of Annual Maintenance Fees and Reduction or Waiver of Continuing Education Requirements above).

In order to regain active status, a certificant must appeal to the ACBSP in writing. In order to be considered, the certificant is required to submit a written statement to the ACBSP Board, explaining in detail a compelling reason/basis for the reactivation. If permitted to attempt returning the certification to an active status the individual will be required to complete the appropriate recertification requirements consistent with this policy. The appropriate recertification requirements include providing verifiable evidence of having earned the cumulative total number of hours of continuing education for the inactive period and CPR certification, in addition to payment of the required maintenance, penalty, and administrative fees. Under their sole discretion the Board of Directors may place a minimum or maximum limit on the total number of continuing education hours and fees required to regain active status. The board will make such determinations on an annual basis.

The Board of Directors, under their sole discretion, may deny any request for reactivation of a certification. In this instance the individual may be permitted to reapply for certification and successfully complete the respective certification process.



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Continuing Education Activity Guidelines

All continuing education activities are subject to ACBSP review and approval.

1) **Categories of Acceptable Activities.** Unless otherwise noted by this policy, all continuing education activities must be sports medicine or fitness related and directly related to patient care in order to be accepted by the ACBSP.

a) **Formal Academic Educational Courses.** This category includes participation in educational programs designed to enhance physician knowledge and clinical competency and to improve patient care.

Programs must be related to the field of chiropractic sports medicine. Such activities must be completed following initial certification and must satisfy the quality guidelines described in this policy (see Quality Program Guidelines and Requirements below).

b) **Professional Conferences, Meetings, Seminars, Workshops.** This category includes attendance at qualified professional conferences, meetings, seminars and workshops designed to enhance physician knowledge and clinical competency and to improve patient care. Participation in events must satisfy the quality guidelines described in Section 3, below. Qualified events may include, but are not limited to: the ACBSP Annual Chiropractic Sports Sciences Symposium; and, other professional and educational activities, subject to review and approval by the ACBSP.

c) **Scientific Papers and Publications.** This category includes development, authorship and/or presentation of scientific papers, abstracts and publications intended for chiropractic physician education. An original scientific paper is defined as one that reflects a search of literature, appends a bibliography and contains original data gathered by the author. Such activities may include, but are not limited to: a published manuscript in a peer-reviewed journal; and, a book, or chapter of a book related to the field of chiropractic sports medicine. A copy of the paper/publication in finished form must be submitted to the ACBSP for review and approval. Papers and publications will be judged on a case- by-case basis and the number of CEUs granted will not exceed 50% of the annual continuing education requirement.

d) **Professional Services.** This category includes activities involving substantive participation or service related to the review, evaluation, development and application of chiropractic sports physician knowledge and competency. Such activities may include, but are not limited to:

- i) Service on ACBSP examination committees, including Angoff value, item writer and item evaluation committees, and practical exam committees.
- ii) Defined service in a specific project as a professional consultant or subject matter expert related to the field of chiropractic sports medicine.
- iii) Service on a medical team or as a treating doctor during a nationally recognized athletic event.



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CEUs for service on ACBSP examination committees, including Angoff value, item writer and item evaluation committees, and practical exam committees, will be calculated as 1 CEU per hour of active participation and these CEUs may be applied in a 1:1 ratio to meet part or all of the participating certificant's annual ACBSP™ continuing education requirement; however, the CEUs will not be submitted for states' approval and therefore, may or may not meet a doctor's state licensure requirements.

Service on a medical team or as a treating doctor during a nationally recognized event will be calculated as 0.25 CEU per hour of active participation with a maximum of 50% of the annual continuing education requirement allowed per year. These CEUs will only apply to ACBSP continuing education hours and may not apply to state licensure requirements. A verification form is available in the appendix of this policy.

A DACBSP or CCSP certificant who completes an internship at an Olympic Training Center, or is a member of a medical team for the Goodwill Games, PanAmerican Games or the Olympic Games for the United States will fulfill the entire continuing education requirement for the one-year period in which they served

- e) **DACBSP Mentorship of CCSP.** This category includes participation in activities specifically by CCSPs under the direct supervision of a mentoring DACBSP. Only CCSPs may earn continuing education credit under this category. In order for any activity to be approved and accepted, the CCSP and mentoring DACBSP must submit a detailed plan for ACBSP review at least thirty (30) days prior to the proposed date of the activity, including the following information: the subject and practice area(s) addressed by each proposed activity; the anticipated number of contact hours to be earned for each proposed activity and relevant dates; the number of credits requested upon completion of each activity; the names, addresses and contact information of both the CCSP and DACBSP; and, an express, written and signed statement by both certificants indicating that the mentorship will not involve any type of monetary exchange between parties. CCSPs must maintain a written daily journal, including detailed explanations of the skills learned and knowledge gained during the mentored experience and may be required to prepare patient summary case reports. CCSPs will be granted 1.0CEU for every four (4) hours of practical activity completed, with a maximum of 8.0 CEUs that may be earned under this category during any one-year period. Credit is not granted for coffee breaks, social functions, or time allotted to business or administrative matters.
- f) **Online Courses and Home Study.** This category includes structured and self-paced educational activities designed to enhance knowledge and clinical competency and to improve patient care.



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Online Education: CEUs can be earned online and must satisfy the quality guidelines described in section 3 below. In any given one- year period, CCSP and DACBSP certificants may earn a maximum of 50% of the annual continuing education requirement per year. Effective January 1, 2015, certificants may meet 100% of the ACBSP annual continuing education requirement via online education.

Home Study: Such activities may include, but are not limited to the review and analysis of professional journals recognized by the professional scientific community and successful completion of the self test (quiz) included in the journal. Quiz results must be submitted to the ACBSP national office. All activities must be reviewed and approved by the ACBSP. Certificants will be granted 1.0 CEU per quiz successfully completed and approved. In any given one-year period, CCSP and DACBSP certificants may earn a maximum of 3.0 CEUs under this category.

- g) **Non-ACBSP Certifications and Specialties.** This category includes the satisfaction, completion and maintenance of professional certification(s) in sports-related disciplines, administered by other recognized organizations, including: Athletic Training Certification by the National Athletic Trainer's Association Board of Certification; EMT Certification by an authorized EMT certifying organization; and Certified Strength and Conditioning Specialist by the NSCA Certification Commission. In any given one-year period, CCSP and DACBSP certificants will be exempt from ACBSP continuing education requirements, as long as all certification and recertification requirements are completed in compliance with the respective organization's requirements. A request for exemption, including supporting documentation of such other recognized certification(s), must be submitted to the ACBSP for review and approval.
 - h) **Instruction Research Hours.** Certificants may earn continuing education credit for researching and teaching post-graduate level courses that are directly related to the field of sports medicine. 1.0 CEU credit(s) will be provided, on a one time basis, for each live hour of a new sports medicine presentation to provide credit for the research activities performed by the certificant. No additional credits are made available for instruction of the course. Instruction Research hours may not exceed more than 50% of the total annual CEU requirements. The ACBSP recommends submitting the lecture notes or another form of confirmation to the Board of Directors. The Board of Directors, in their sole discretion, may deny any submitted request for continuing education credits.
 - i) **Other Continuing Education Activities.** This category includes other continuing education activities that may be considered for credit by the ACBSP.
- 2) **Categories of Unacceptable Activities.** As stated in Categories of Acceptable Activities above, all continuing education activities must be sports medicine or fitness related and directly related



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to patient care in order to be accepted by the ACBSP; therefore, the following continuing education program topics are not acceptable:

- a) Manipulative techniques,
 - b) Practice management and philosophy,
 - c) Billing and coding, insurance, and Medicare,
 - d) Laws and legislation.
- 3) **Quality Program Guidelines and Requirements.** Unless otherwise noted by this policy, all CEU activities accepted by the ACBSP must satisfy the following guidelines and requirements. These rules are provided to assist certificants in evaluating whether a program or activity may satisfy ACBSP Continuing Education requirements. These standards are not intended to suggest that a program appearing to satisfy these criteria will be approved or disapproved by the ACBSP.
- a) **Relevant Content.** The activity must have significant intellectual or practical content, the primary objective of which is to improve the professional competence of participants. The activity must be an organized program of learning designed to provide education in subjects directly relating to sports and/or fitness medicine.
 - b) **Stated Objectives.** The activity must have stated and printed educational objectives. The objectives must state what the practitioner will know or be able to do upon completion of the activity.
 - c) **Non-Restricted Participation.** The program must be described in a detailed statement prepared by the sponsor or certificant which explains the type of audience for whom the activity is designed and the relevancy of the program to the professional practice needs of participants. The activity must be non-discriminatory and open to all practitioners interested in the subject matter.
 - d) **Instructor Competency.** The credentials of the program instructors must be provided to the ACBSP. The instructors must have appropriate expertise and adequate credentials necessary to conduct the program effectively, including knowledge of content area, qualification by relevant experience and competence as an instructor.
 - e) **Attendance Records.** The sponsor or provider must monitor the CEU activity for attendance and maintain records to assure that participants may be given proper credit for continuing education.
 - f) **Course Materials.** Each participant must be provided with thorough, high quality and carefully prepared written course materials before or at the time of the activity. Although written materials may not be appropriate to all courses, they are expected to be utilized whenever possible.
 - g) **Adequate Facilities.** The program must assure that proper facilities and equipment are provided to enable the presenter to teach effectively. The activity must be presented in a suitable setting conducive to education, including the provision of adequate writing space or surface for participants.



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- 4) **Granting Credit.** In all cases, credit is granted only after the educational activity has been completed and documented. Unless stated otherwise in this policy, certificants will be granted 1.0 CEU for each contact hour of professional or educational activity completed, consistent with the terms of this policy. Beyond the initial hour, one-half CEU (0.5) will be granted for completion of at least thirty (30) additional minutes, but less than sixty (60) minutes. Credit is not granted for coffee breaks, social functions, or time allotted to business or administrative matters.
- 5) **Credit Denial.** The ACBSP reserves the sole and exclusive right to evaluate all programs and activities on an individual basis, and to deny credits at its discretion to those, which do not meet the criteria, described in this policy. The number of CEUs indicated for a program by other organizations will be considered by the ACBSP in its evaluation. However, the ACBSP reserves the sole and exclusive right to make final determination of the number of credits granted. The certificant will be notified of a decision where CEUs are reduced or denied, including the basis for such action.

Summary of Annual Certification Maintenance Requirements

- 1) All CCSP® certificants are required to attend 12 hours of continuing education specific to the topic of sports medicine each calendar year.
- 2) All DACBSP® certificants are required to attend 24 hours of continuing education specific to the topic of sports medicine each calendar year.
- 3) All certificants must maintain an active healthcare provider level CPR certification at all times from the American Red Cross, American Heart Association, or equivalent certification.
- 4) All certificants must pay an annual maintenance fee as set by the board of directors.
- 5) All certificants must complete a certification maintenance registration form annually. The web-based registration form requires each active certificant to:
 - a) Provide current personal and business demographic data.
 - b) Attest to his/her current compliance and continued compliance with the requirements of the ACBSP Certification Maintenance and Continuing Education Policy.
 - c) Attest to his/her acceptance of the Certificant and Candidate Agreement and Release.
- 6) All certificants must complete "misconduct in sport" training, and renew every four (4) years.
- 7) All ACBSP certificants are required to maintain personal records as evidence of meeting the requirements described here.



FIELD DOCTOR VERIFICATION FORM (Volunteer/Field-Service Hours for ACBSP CEU credit)

All fields, excluding the signature field, of this form may be completed on computer and then saved to print and sign.

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OFFICE PHONE: _____ ALT. PREFERRED PHONE: _____

CCSP® Cert. Number: _____

SPORTS DIPLOMATE COLLEGE(S) ATTENDED: _____

PRACTICAL EXPERIENCE VERIFICATION

I verify that the information that I have submitted concerning my volunteer hours/field-service hours is true and correct. I understand that if any false information is included my postgraduate certification may be withheld.

SIGNED: _____ DATE: _____

TYPE NAME: _____



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SPORTS EVENT FIELD DOCTOR PARTICIPATION FORM (Volunteer/Field-Service Hours for ACBSP CEU credit)

All fields, excluding the signature field, of this form may be completed on computer and then saved to print and sign.

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EVENT DATE: _____

HOURS SERVED: _____ CEUs EARNED: _____
(.25 CEU/HOUR SERVED) Max. limit is 6 CEUs for
CCSP® Certificants and 12 CEU for DACBSP®
Certificants

EVENT NAME: _____

RESPONSIBILITIES: _____

EVENT COORDINATOR SIGNATURE: _____

EVENT COORDINATOR COMMENTS: _____

Please note: No verification will be accepted from coaches. Administrators are athletic directors, school principals, and administrators of various league sports. Sports administrators, athletic directors and school principals are authorized to verify participation. Coaching staff members are not authorized to do so. Complete as many of the forms as necessary to record all hours served.