All ACE educated coaches must first complete SafeSport.org training before ACE coaches exam.

Required SafeSport.org Lessons:
• Sexual Misconduct Awareness Education
  • Mandatory Reporting
• Emotional & Physical Misconduct

Your ACE exam link will not become available on your RegisterUSASoftball.com account until all SafeSport.org lessons have been completed.

More information on SafeSport can be located under USOC SafeSport section of RegisterUSASoftball.com help document (See link below to access RegisterUSASoftball.com help documents):
https://registerusasoftball.com/Account/Docs.aspx
The process of becoming ACE educated is determined by the rules in your local association.

USA Softball of Oregon requires ACE Education to be paid with the team’s registration invoice. USA Softball of Oregon will require your Team Administrator to send you a welcome email. Your Team Administrator can send you a welcome email by clicking on your name on the team’s page and clicking the “Send Welcome Email” button. Once you are logged in, it is likely you will start on page 7.
The first step in becoming ACE educated is to log in at www.registerusasoftball.com. You can use the “Forgot Username or Password?” or “Retrieve Login with ID card?” link to reset your login information (in case you forgot your username or password).
Scroll to the bottom of your HomePlate page and click the “ACE Education” tab.

Click the “Purchase” button to pay for your ACE via credit card.
Verify your credit card and personal information. The more information provided in your profile, the faster your background check may complete.

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This option will send a copy of your background check report to the address listed above.

Consent to the background check by clicking the checkbox.

By checking this box, you agree to the conditions set forth in the Amateur Softball Association's Consent Form. Click here to read the full text of the consent form.
Your ACE test will not be available until your background check has been cleared by Protect Youth Sports. You can click the “Background Check” tab to view the status of your Background Check.
A link will appear once your background check has been cleared. Click the link to activate your test.
You will be directed to a page showing you how the test works. Click the “Start Test” button to start your test.
Choices for each question will appear at the end of each video.
At the end of your exam, click the “Click here” link to return to your RegisterUSAsoftball.com HomePlate.
The Test Availability box has been updated to show your test has been completed.
FREQUENTLY ASKED ACE QUESTIONS

• **How long is my ACE education good for?**
  ○ The ACE education expires on December 31, 20XX if it was purchased after August 31, 20XX of the previous year.

• **If my ACE education expires, do I have to start over at level one?**
  ○ No, your ACE education is kept in our database for up to three years after the last completion. Be sure to log in with the same profile.

• **How long does it take to complete my background check?**
  ○ Anywhere between a few minutes and a few days. If it has been longer than two days, it is likely you were emailed by Protect Youth Sports for additional information. If you have issues on this matter, please contact 405-425-3492.

• **How long does the ACE test take?**
  ○ Each of the four tests are different lengths, plan for somewhere around 45 minutes to an hour.

• **I completed ACE level four last year, now what?**
  ○ The material for Level four, also referred to as *Continuing Education*, changes every year. You will need to take this level every year to maintain an active educated status.

• **What level of ACE do I need?**
  ○ The completion of any ACE level makes you an ACE educated coach regardless of the completed level.

• **How can I print my ACE insurance?**
  ○ Under the “ACE Education” tab on your HomePlate, click on the “Review” button (see page 10). Click the button of your last completed ACE level. Click the “ACE Insurance Certificate” link on the left side.