

## **COURSES MUST BE COMPLETED ON OR AFTER JUNE 1, 2015.**

Each school's athletic department is required to keep a copy of each individual's completion certificate on file. The FHSAA will, randomly, request a copy of a particular individual's certificate. If you are unable to provide us proof of completion of a course, a coach may be suspended until the course has been completed and a financial penalty will be assessed.

The following are instructions for ordering and completing the required courses:

FOR HEAD COACHES, PAID/SUPPLEMENTED COACHES, & STUDENT-ATHLETES --

### **Course 1: NFHS "Concussion in Sports"**

**(Important Note: If you have completed this course anytime in the past, the course must be "ordered" prior to beginning the course.)**

#### **Course Ordering**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: "**Sign In**" to your account using the email address and password you provided at time of registering for an nfhslearn account.

OR

If you do not have an account, "**Register**" for an account.

Step 3: Click "**Courses**" at the top of the page.

Step 4: Scroll down to "Concussions in Sports" from the list of courses.

Step 5: Click "View Course".

Step 6: Click "**Order Course.**"

Step 7: Select "**Myself**" if the course will be completed by you.

Step 8: Click "**Continue**" and follow the on-screen prompts to finish the checkout process. (Note: There is no fee for this course.)

#### **Beginning a Course**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: "**Sign In**" to your account using the email address and password you provided at time of registering for an nfhslearn account.

Step 3: From your "**Dashboard,**" click "**My Courses**".

Step 4: Click "**Begin Course**" on the course you wish to take.

\*Your course will launch on the same page of the web browser.

\*\*Click "**Back to Dashboard**" when ready to exit course.

Be sure to print the certificate of completion at the end of the course as each school's athletic department is required to keep a copy on file.

FOR HEAD COACHES & PAID/SUPPLEMENTED COACHES --

### **Course 2: NFHS "Sudden Cardiac Arrest"**

**(Important Note: If you have completed this course anytime in the past, the course must be "ordered" prior to beginning the course.)**

#### **Course Ordering**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: "**Sign In**" to your account using the email address and password you provided at time of registering for an nfhslearn account.

OR

If you do not have an account, "**Register**" for an account.

Step 3: Click "**Courses**" at the top of the page.

Step 4: Scroll down to "Sudden Cardiac Arrest" from the list of courses.

Step 5: Click "View Course".

Step 6: Click "**Order Course.**"

Step 7: Select "**Myself**" if the course will be completed by you.

Step 8: Click "**Continue**" and follow the on-screen prompts to finish the checkout process. (Note: There is no fee for this course.)

#### **Beginning a Course**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: "**Sign In**" to your account using the email address and password you provided at time of registering for an nfhslearn account.

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Be sure to print the certificate of completion at the end of the course as each school's athletic department is required to keep a copy on file.