

DIRECTIONS for KC Metro ASA Teams



ACE Certification & Background Tests

New for 2010 → All teams must have at least 1 coach who is ACE Certified and all dugout & base coaches must have passed a Background test to be eligible for participation in ASA Championship play (National Qualifiers, Metro, State, Regionals, and Nationals).

Taking the ACE Test Online or completing a Background Check:

To begin go to: www.registerasa.com

Choose either the **Background Check** link or the **ACE Certification** link.

Please note → a **Background Check is included with the ACE Certification.**

If you are a previously certified coach, click on "Member Login".

If you are a new ACE Coach, click on "New User Registration".

Once you have successfully created your ACE Online account you will then be able to purchase and complete the tests.

Cost → ACE Certification is \$25.00 for level 1. All other levels are \$20.00
Background Checks are \$7.00

Please watch the entire video - there are several sections with multiple questions.

Fast forwarding may result in an incorrectly answered question.

All questions must be answered correctly, before proceeding to the next level of ACE.

If you answer a question incorrectly, it will appear at the end of the video and allow you to answer it again.

Completion of ACE Certification:

Coach's packets with ID Cards will be mailed from the ASA National Office within 1-3 days after completing the ACE certification test. The ACE insurance document is available to download immediately after the completed level.

Background Checks:

Coaches who have taken & passed a Background check will receive an ID card indicating you've passed the check for the current season. ID Cards will be mailed from the ASA National Office within 1-3 days after background results have been obtained and reviewed indicating you have passed the check.