



New Guidelines to Continuing Education Units (CEU) for recognized The First Tee Coaches

We are transforming the way we manage our business and customer interactions with our transition to Salesforce, a Customer Relationship Management (CRM) platform that will help us be more effective and streamlined in driving The First Tee mission forward. With Salesforce, we will be using **LITMOS**, our new and intuitive eLearning platform where our coaches will take online courses, upload CEUs, and will finally be able to see and keep track of their own progression and status in The First Tee Coach Program!

Staying in line with the theme of “streamline” and “effective,” we have significantly changed the CEU Guidelines for our recognized The First Tee Coaches and Master Coaches. We no longer have a required CEU count per category; in fact, we don’t have categories at all! Instead, we have two “checklists.”

NEW CEU GUIDELINES:

Part I: The First Tee Coaches/Master Coaches must attend at least one of the two events per Three Year Cycle:

- Attend Coach Advanced Training
- Attend Level I or II Training as a One Day Observer

training schedule is on the Chapter Intranet

Part II: The First Tee Coaches/Master Coaches must complete at least 5 of the following 7 items per Three Year Cycle:

- Complete Child Protection eLearning course
- Serve as a mentor to a The First Tee participant
- Serve as a mentor to a Level I or higher coach active in The First Tee Coach Program
- Observe two Life Skills Experience Classes and complete a Coach Observation Form for each lead coach observed
- Lead or assist with delivery of a Life Skills Experience training for staff and volunteers at your own chapter
- Review Level I, II or III Post Training Document for a coach at your own chapter
- Complete 1 educational opportunity related to personal or professional development; can be golf or non-golf related activities (i.e. PGA of America, LPGA T&CP, CPR Training, , The First Tee Network Meeting, The First Tee University courses, leadership summits of other youth development organizations and any training of complementary youth organizations)

Once the CEU requirements are complete (coach has attended 1 of the 2 events AND completed 5 of the 7 checklist items), coaches will complete a CEU document (template provided in LITMOS) to upload on their account in LITMOS. Cycles are on a Three Year basis, however, **completed CEU documents must be uploaded into the coach’s LITMOS account by the 15th of the last month of their cycle** (either June or December). This way, a representative of the Coach Training Team will be able to review and approve the CEU document by the end of the coach’s full Three Year Cycle.

When is my Three Year Cycle?

If you are...

- An active and current, recognized The First Tee Coach in the coach program now (you achieved your recognized coach status by the end of 2017):
 - You will start your new Three Year Cycle on January 1st 2018 which will end on December 31st 2020.
 - Your completed CEU document will be due on December 15th 2020.
 - So yes, those of you who had Three Year Cycles ending in December of 2018 and 2019 will now start your Three Year Cycles over come January 1st of the new year. You have more time!

**IMPORTANT CEU NOTE for Coaches whose cycles originally ended in 2018 and 2019:*

If you attended Coach Advanced Training, a Level I or II Training as a One Day Observer, and/or a national The First Tee Academy (College Golf Prep or Life Skills & Leadership) in 2016 and 2017, your CEUs for attending these events WILL TRANSFER to your renewed Three Year Cycle: January 1st 2018 – December 31st 2020.

- A NEW, recognized The First Tee Coach who will achieve their recognition in 2018 and beyond:
 - You will start your Three Year Cycles depending on the time of year you achieve your recognition.
 - If your post Level III Training document is approved and you achieve your recognized coach status in January – June of 2018, your Three Year Cycle will start at the time of document approval and end June 30th 2021.
 - Your completed CEU document will be due on June 15th 2021.
 - If your post Level III Training document is approved and you achieve your recognized coach status in July – December 2018, your Three Year Cycle will start at the time of document approval and end December 31st 2021.
 - Your completed CEU document will be due on December 15th 2021.

New Three Year Cycle Designation:

Recognized	Recognized in	Three Year Cycle	Deadline to upload CEU Document in LITMOS
Recognized up through 2017	anytime leading up through Dec 31st 2017	Jan 1st 2018 - Dec 31 st 2020	Dec 15 th 2020
	Jan 1 - Jun 30	Jun 30th 2018 - Jun 30 th 2021	Jun 15 th 2021
Recognized in 2018	Jul 1 - Dec 31	Dec 31st 2018 - Dec 31 st 2021	Dec 15 th 2021
	Jan 1 - Jun 30	Jun 30th 2019 - Jun 30 th 2022	Jun 15 th 2022
Recognized in 2019	Jul 1 - Dec 31	Dec 31st 2019- Dec 31 st 2022	Dec 15 th 2022

RULES

1. The First Tee Coaches and Master Coaches are responsible for keeping track of and completing their CEUs within their Three Year Cycle.
2. Cycles are on a Three Year basis, however, coaches are responsible for uploading their completed CEU document by the 15th of the last month of their Three Year Cycle deadline for home office review.
3. Coach will be marked inactive if CEU document is not uploaded by the deadline (15th of the last month of their Three Year Cycle).
 - a. If a coach is unable to complete his/her CEU requirements by the deadline, the coach may be required to attend Coach Advanced Training the following calendar year as part of his/her reinstatement guidelines. Attending this training will only count towards his/her previous Three Year Cycle. The coach will still be required to attend one of two events (Coach Advanced or Level I/II Training as an Observer) in his/her following, re-newed Three Year Cycle.
 - b. The length of inactivity will play a part of the reinstatement process. The First Tee Coach may be required to re-attend Level I Training and start the coach program over again.
 - c. Reinstatements may be handled on a case by case basis.
 - d. Please contact a member of the Coach Training Team for instructions.
4. Coaches must pay their annual \$50 membership fee each calendar year (coach will be marked inactive if the fee is not paid)
 - a. This fee is waived only if they attend a Level I or II Training as an observer or Coach Advanced Training that calendar year
5. All The First Tee Coaches and Master Coaches must be affiliated with a The First Tee Chapter.
6. If the coach leaves the network, he/she has up to 6 months to become re-affiliated with another The First Tee Chapter. CEUs may still be completed/counted during this 6 month time period.

Home Office Contact:

Consistent with the Building Block of Continuous Learning, recognized The First Tee Coaches and Master Coaches are encouraged to engage in educational experiences that will enhance their abilities to foster positive youth development in all participants. Thank you for exemplifying our Coach Philosophy and for all of your efforts impacting the youth in your communities.

Email Megan Pak (East territory) or Emily Mock (West territory) for any questions regarding your The First Tee Coach status and CEUs:

Megan Pak: mpak@thefirsttee.org

Emily Mock: emock@thefirsttee.org

Email Susan Donohoe for any questions regarding Coach Membership Dues: sdonohoe@thefirsttee.org

Email Eric Clark for any questions regarding the Master Coach Program: eclark@thefirsttee.org