LEVEL I APPLICATION FAQ'S

Can I apply for multiple clinics with one application?
No, you can only apply for one clinic with each application.

Can I apply for another clinic if I already have a pending application?
No, you cannot. However, every attempt is made to have applications reviewed and applicants notified of acceptance or denial before the application for the next clinic opens.

If I am denied, do I have to complete another application if I want to attend another clinic?
Yes, you do.

Is there a fee to apply?
No, there is not.

What criteria are used to select attendees?
Applicants are assessed on:

- Triathlon Coaching Experience
- Coaching Experience in Related Field (swimming, biking, or running only)
- Formal Education in Sport Science
- Experience in Related Field (physical therapy, personal training, chiropractics, etc.)
- Current Certification(s) with Relevance to Triathlon (not past or expired certifications)
- USAT Region, Committee or Official Club Involvement
- Service to the Sport (volunteer work at races, clinics, camps, etc., verified with references)
- Answers to 4 Application Questions
- USAT Membership Status (current vs. expired vs. one-day, length of membership)
- Letter of Recommendation from Current Coached Athlete (not family member)

The letter of recommendation can be from a parent if you coach young athletes.

Please note that coaching oneself does not qualify for any of the above. NO PERSONAL RACE RESULTS SHOULD BE INCLUDED ON THE APPLICATION OR RESUME.

Do I need to submit a resume? What should it include?
A resume is strongly recommended. It must follow the template posted online at: http://www.usatriathlon.org/audience/coaching/education/level-i-coaching-certification-schedule.aspx. Any submissions with a different format are not accepted and the application is automatically denied. Personal race results should NOT be included on the resume or application.

Can I start an application before the submission deadline and just wait to submit it?
Yes, you can. The application system is always open as there are other clinics that have open applications going on at different times (Level II, III and Y&J), so you can start an application at any time and save it until it is time to submit. Please note, however, that the application process is continuously undergoing changes as USAT determines if any changes need to be made to the process.

Do I need to answer the questions on the application? How long should the responses be?
Yes, you do. The application questions are taken very seriously in the application process. The first question could be quite long depending on the applicant's professional coaching history, but the remaining questions should be about 4-5 sentences each.

The application asks for a letter of recommendation from an athlete, but I work with young athletes. What should I do?
You can have one of the athlete's parents write the letter of recommendation. You will not be penalized because it is not the actual athlete writing the letter.

How long after I submit my application before I am notified of acceptance or denial?
You are notified within 7 days of the application closing date. Exact dates are listed on the website. Applications are assessed and grouped as they are submitted, so it is typically not long after the application closes that notification occurs. It mostly varies based on staff travel schedules.

Is there any advantage for those who submit applications as soon as they open versus those who submit closer to the deadline?
No, there is not. Applications are reviewed as they come in, but decisions on acceptance and denial are not made until after the application closing date and time has passed and all applications have been reviewed.

The website says the clinic I applied for is CLOSED – FULL, but I have not received notice of acceptance or denial yet. Why?
The website is changed to this message once the application is closed so that no more applications are submitted for that particular clinic. The status CLOSED-FULL has no connection to the acceptance or denial process.

I submitted an application but was denied. Why?
The 40 most qualified are selected from the pool of applicants. If you are not selected, it does not mean you are not qualified to attend a Level I clinic or will not be accepted in the future. The number and type of applicants varies by clinic, so you are encouraged to submit an application for a future clinic. The most competitive locations are southern CA, TX, and the east coast. These locations tend to have the greatest number of applicants and therefore the stiffest competition for acceptance. The first and last clinics of the year are also very popular regardless of location.

What can I do to give myself the best chance of getting accepted?
It is important to provide detailed information on the applicable criteria listed above. Applicants are also encouraged to pay attention to submission dates and application instructions and to take the application seriously. More often than not, there are more applicants than available spots. Those who complete the necessary requirements and spend time answering the questions thoughtfully will always stand out in a positive way.

How do I get on the waitlist?
All applicants who are not accepted into the clinic via the application process are automatically placed on the waitlist based on the criteria above.

Am I automatically be added to the waitlist if I am rejected?
Yes, you are.

How is the waitlist determined?
The waitlist is based on the criteria listed above. It takes time to put the waitlist together, so there is no position number available immediately.

I was able to submit an application after the closing date. Will it be accepted?
No, it will not. The application system is always open as there are other clinics that have open applications going on at different times (Level II, III and Y&J), so the system does not stop you from submitting. However, you will automatically be rejected. You are then added to the bottom of the waitlist regardless of qualifications.

How long after I am selected do I have to submit payment?
You are required to submit payment within 48 hours. If you do not, you forfeit your spot to someone on the waitlist. You will be contacted in an email from the Coaching Certification Coordinator with the link to submit payment online. There are no exceptions.

How much is the clinic fee?
$555

How is the clinic fee collected?
You will be contacted in an email from the Coaching Certification Coordinator with the link to submit payment online via Active.com.

Can I pay the fee in multiple payments?
No, it must be paid in full.

What happens if I do not pay in the 48 hours?
You forfeit your spot and are automatically placed on the bottom of the waitlist.

What is the cancellation policy?
Cancellation on registration day to 8 weeks prior to the first day of the clinic: $25 Penalty
Cancellation on or after 8 weeks prior to the first day of the clinic: $50 Penalty
Cancellation on or after 6 weeks prior to the first day of the clinic: $150 Penalty
Cancellation on or after 4 weeks prior to the first day of the clinic: **NO REFUNDS AND NO EXCEPTIONS**

Exact dates are posted on the registration homepage, sent to you via the automated email confirmation from Active.com, and the introductory email from the Coaching Certification Coordinator.

Is there a way to pre-register?
No, there is not. We do not do any advanced applications in order to be fair to everyone.

How many people are allowed in a clinic?
There are 40 people per clinic.

How many Level I clinics does USAT have per year?
There are 12-15 Level I clinics per year. There are also 2 Level II clinics, 1 Level III clinic, and 3 Youth and Junior clinics annually.

Is there a way to add just 1 more person to the clinic?
Clinics are capped at 40 people and no additional spots are ever added. A spot only becomes available if there is a cancellation. If there is a cancellation, the first person on the waitlist is contacted. That person is given a specific time by which he or she must reply. If the waitlisted person does not reply by that time or does not accept the spot, the next person on the waitlist is contacted. The process is repeated until the spot is filled.

I am on the waitlist. How likely am I to get into the clinic?
A spot only becomes available if there is a cancellation. Since a cancellation cannot be predicted, it is difficult to know the likelihood of a spot becoming available. Most clinics have no cancellations, but there have been as many as five at a clinic. There is also no way to know at the time of cancellation if those ahead of you on the waitlist will still want the spot.

How am I notified if a spot becomes available?
You are emailed by the Coaching Certification Coordinator at loryn.cozzi@usatriathlon.org with the registration link. You are given 24-48 hours to respond depending on the amount of time before the clinic.

How much notice am I given if a spot becomes available?
The next person on the waitlist is emailed as soon as a cancellation occurs and a spot becomes available. You are given 24-48 hours to respond depending on the amount of time before the clinic. Since a cancellation cannot be predicted, it is not known what day this will be.

When can a registered attendee cancel?
A registered attendee can cancel at any time. While penalties apply, there is nothing stopping someone from cancelling up until the day of the clinic. The waitlist is always contacted when a spot becomes available, but there is no way to predict when this will be.

Why doesn't USAT have more Level I clinics if they are so popular?
There are 15-18 clinics per year between Level I, II and III. USAT has limited staff and only 1 staff member that travels to each clinic. There are also a limited number of qualified presenters, all of whom are full-time coaches. USAT tries to accommodate the demand as much as possible, but certain locations tend to have a greater demand than availability. Each clinic also takes a considerable amount of time and effort to plan and run, all of which is done by one person.

If certain locations are more popular than others, such as the east coast, why doesn't USAT have more clinics in those areas instead of others that take longer to fill?
USAT holds at least 1 clinic in each of the 10 USAT regions per year (regional breakdown can be viewed at http://www.usatriathlon.org/regions/contents.aspx). USAT wants to accommodate and make the clinics accessible to as many people as possible. In order to be fair to everyone, the clinics are spread out around the country to accomplish this goal.

Why hasn't USAT had a clinic in _(city name)_?
USAT tries to vary the locations as much as possible to make clinics as accessible to everyone who wants to attend as possible. Each of the 10 USAT regions has at least 1 clinic per year (regions can be viewed at http://www.usatriathlon.org/regions/contents.aspx). Additional clinics are typically held in locations that have consistently high demand, which is typically on the east coast, CA and TX.

Does USAT go to the same cities each year at the same time of year?
There are a number of factors that go into city selection. Some cities can be repeated from one year to the next, but most cities are not repeats from the year before. This is done to offer the clinics to as many areas as possible. If a city is repeated, it is not necessarily offered at the same time of year.