

Instructions for Taking the Athlete Protection Training

Go to <http://www.usaswimming.org/apt> and enter your name and date of birth (mm/dd/yyyy).

If you have never taken a course through USA Swimming's LEARN module, you will need to create a profile so enter all requested information on the page that opens. Click on **COURSES** near the top of the window.

On the page that opens, select



by clicking on Learn More.

The following three courses must be completed in their entirety, including the survey after each course:

- Sexual Misconduct Awareness Education
- Mandatory Reporting
- Emotional and Physical Misconduct

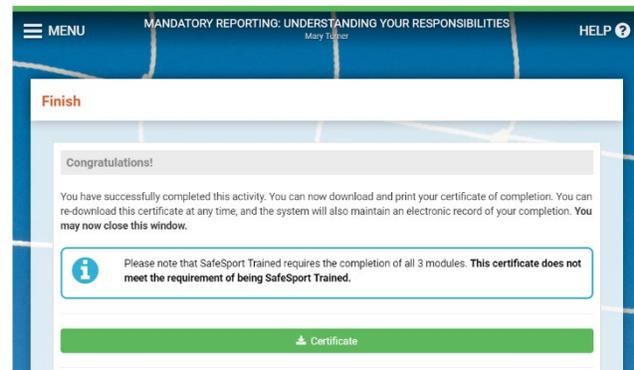
To start one of the available courses, you must

ADD TO CART

select even though there is no charge.

You can add all three at one time and then select **CHECKOUT**. Complete the information in the **Shopping Cart** and then go to the **NEXT STEP**. Scroll to the bottom of the page that opens and select **PLACE ORDER**. Click on **DASHBOARD** in the window that opens. This will return you to the list of courses so that you can begin.

At the end of the Mandatory Reporting and Emotional and Physical Misconduct courses a screen will open that gives you the option to print a certificate. You must scroll to the bottom of this window and click on **NEXT** to complete the one-question survey. The Sexual Misconduct Awareness Education module begins and ends with a video done by the CEO of USA Swimming. Once that final video is complete, scroll to the bottom of the page and click on **NEXT** to complete the evaluation for that course.



The survey for each of the three courses must be completed in order for the course to be finalized.

Once all three courses and their related evaluations are completed, you will receive an email stating that you have completed the courses and your Deck Pass account should be updated within 24 hours. Please contact businessoffice@virginiawimming.org if that does not occur.

Helpful Hints:

- You can take the course on a computer or mobile device (I used my laptop, iPad, and iPhone). You may need to enable cookies and turn off Cross-Site Tracking. (I needed to do this on my iPad and iPhone. Go to Settings – Safari – Privacy & Security)
- You can stop a course at any point. When you log back in, using www.usaswimming.org/apt you can start right where you stopped.