**USA Hockey #, Background Check and Safe sport training**

**Step 1: Obtain a USA Hockey Number (if you don’t have one)**

1. Go to <https://membership.usahockey.com/>
2. Click “Register Now”
3. When prompted, select “Manager/Volunteer”
4. This will get you a free USA Hockey Registration Number.  It should look like this: 248403828XXKRA

**Step 2: Complete the SafeSport Training**

1. Login to your USA Hockey Account at <https://membership.usahockey.com/member/login>
2. Click “GO TO SAFESPORT TRAINING”
3. Complete the Core Training or the Refresher Course
4. Forward a copy of the email receipt you get from USA Hockey upon completion of your SafeSport training to the registrar

**Step 3:  Complete NCSI Background Check (Every 2 years)**

1. Got to <https://www.usahockey.com/backgroundscreen>
2. This should cost about $30 and will be reimbursed by the club with a copy of the receipt. You will need to provide the number they provide stating your background check is being processed to the registrar.  This renewal is required every two years; if you are unsure if yours is needed, please contact the registrar and provide your USA hockey # and the registrar will be able to tell you if one is needed.
3. Forward to me a copy of the email receipt you get from NCSI to the registrar

Registrar for 2025-26 is Jason Kray ([jkray@aol.com](mailto:jkray@aol.com))

Request for reimbursement for 2025-26 to be sent to Julie Hochschild ([juliehochschild@gmail.com](mailto:juliehochschild@gmail.com))