ACHIEVE
CERTIFY
EDUCATE

ACE CERTIFICATION PROCESS
The first step in taking your ACE certification is to log in at RegisterASA.com. You can use the “Need help logging in?” link to reset your login information (in case you forgot your username or password). Alternatively, you can click Create Profile and then use the pages that follow to reset your Username and Password using information from your membership ID card.
Under the “Status” column, you can see the level of ACE that you need to complete. If you feel this is the wrong level for your profile, please contact your local ASA commissioner before you purchase the certification.

**IMPORTANT!** Depending on your local association, the purchase option for ACE and/or Background Checks may not be allowed online. Please check with your local ASA for more information.

The top link is for purchasing the ACE test with a background check. In this example, the second purchase link is for a background check-only. If background check-only is purchased first, if/when you purchase ACE later, you will be issued a credit at the time of the ACE purchase.
PURCHASING THE TEST

Click the “Purchase” link to pay for the ACE test using a credit card. We accept only Visa, Master card and Discover cards.
Verify your credit card and personal information for the purchase of the ACE test and background check.

Don’t forget to give your consent for the background check to process.

Credit card information is not stored and will have to be re-entered with each additional purchase.
The Homeplate displays the background check status. Pending = running
Cleared = passed

Note: This could take anywhere between a few minutes and a few days to go through.

This link will appear once the background check status says “Cleared”. Click this link to activate your test.

You can refer to this page at anytime to see the status of his background check just by logging in.

RESPONSIBLE SPORTS is giving away $2,500 for my sports program?

- True
- False
- There’s no way. This is a joke.
CERTIFICATION TEST

Follow the prompts on the ACE test to start the exam. The system will keep track of your progress and you will continue where you left off if you logoff and come back to this step at a later time.
Almost Done!

This “Update” button will display after you answer all the questions correctly. Click the button above to update your registerasa.com profile.
The “Status” has been updated for the newly completed ACE test.

The certification card is printed and mailed the following business day after the completion of the ACE test. ACE level 1 includes a certification card, a book and a lanyard. The other ACE certification levels include only certification cards.
• **How long is my ACE certification good for?**
  ○ The ACE certification expires on December 31\textsuperscript{st}. If the test is taken between December 1\textsuperscript{st} and December 31\textsuperscript{st} it will carry to the following December 31\textsuperscript{st}.

• **If my ACE certification expires, do I have to start over at level one?**
  ○ No, your ACE certification is kept in our database for up to three years after the last certification. Be sure to log in with the same profile.

• **How long does it take to complete my background check?**
  ○ Anywhere between a few minutes and a few days. If it has been longer than four days contact your local ASA commissioner.

• **How long does the test take?**
  ○ Each of the four tests are different lengths, plan for somewhere around 45 minutes to an hour.

• **I completed ACE level four last year, now what?**
  ○ The material for Level four, also referred to as *Continuing Education*, changes every year. You will need to take this level every year to maintain an active certification status.