

Thank you for your interest in coaching for Marshall County Schools. In order to protect our student athletes and to ensure the quality of coaching staff, the WVSSAC and WVDE have requirements before you can participate in any coaching activities. Reading and following this document closely will ensure we can quickly hire you and get you coaching, so everyone, bring it in, take a knee, and listen up.

Coaches can coach in two ways: As a certified/substitute teacher, or through a temporary, one-year coaching certificate. **IF** you are a certified teacher (or sub teacher), you only need to be concerned with CPR/AED training and the three annual WVSSAC required NFHS courses. Go to the star towards the bottom of this document.

If have never been certified to coach by the WVDE before, there are many steps to take. First, you cannot be certified to coach unless a county school system has already or plans to hire you. Once we have contacted you and told you we are interested in you coaching for us, we will mail you a packet so you can fill out information we will need once you are hired. If this is your first time getting certification through the WVDE, you will need to complete a PAPER Form 7, be fingerprinted, and pass a state/federal background check. Complete and return Form 7 first, because that takes the longest. Instructions for the background check will be emailed to you from the WVDE.

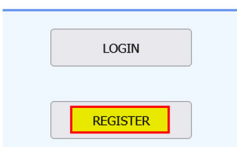
If you have never coached before and need the WVSSAC courses, the WVSSAC class you must take costs \$250. The webpage that gives more detail including schedule of upcoming classes and the link to register are found at <https://www.wvssac.org/coaches-education/>. The course will have three tests that must be passed, and proof of passing them must be sent to our office. We also need a copy of your high school diploma/transcript, or equivalent.

While waiting for the background check process, go online to <https://wvde.us/certification/certification-info/application-forms/> and submit the online Form 39. This will put your application in with us and we will approve it after all things are submitted to our office. As you can see from the picture, we cannot approve your application until we have all five things.

- Proof of High School Diploma or Equivalent
- Proof of Completion of WVSSAC Coaching Principles
- Proof of Completion of WVSSAC First Aid Course
- Proof of Completion of WVSSAC Association Course
- ~~Applicant holds a valid JROTC authorization or a valid CTE Certificate and is exempt from WVSSAC Courses~~ (very rare for someone to have)
- Applicant has completed the required CPR and AED training provided or authorized by the county board of education in accordance with W.Va. Code §18-2-25c(b) which is valid for the duration of the coaching assignment(s).

Certification Portal

If you do not have a K12 email address, you will need to register **BEFORE** completing Form 39. When you click on the "Online" link to start Form 39, you will see the option to either Login or Register. If this is your first time, choose REGISTER. This will begin the portal registration process. Submit the required information and then after you have a login, you can follow the videos provided on the certification website where you found the link to Form 39. Submit proof of all classes to dsoltesz@k12.wv.us and cmsnider@k12.wv.us.



★ The CPR/AED training requirement can be met in a few ways, but it must last at least through the end of your season. If you already have a current CPR/AED certification privately, we need a copy of that mailed to us. It **MUST** say CPR/AED on the certification (first aid alone is not enough). The most common way is to take and pass the free, online training offered by the WVDE at <https://wvde.catalog.instructure.com/browse/coaches>. You can only login with a K12 email address or a Webtop account (the same account you used when you submitted your Form 39).

WVSSAC Annual NFHS Courses - ALL coaches in the state of West Virginia are required to be trained **annually** in sudden cardiac arrest and concussion in sports. **NEW** coaches are required to be trained in heat illness prevention. The links to the free courses provided by the National Federation of High Schools (NFHS) that fulfill the training requirements are located at www.wvssac.org. The classes are Concussion in Sports 2, Sudden Cardiac Arrest, and Heat Illness Prevention 2. Submit PDFs of certificates of completion to your athletic director. Scroll down and find those links there.