

PROCESS FOR CLEARING NEW VOLUNTEER COACHES

- Your Athletic Director will notify Human Resources that you are a **new volunteer** coach
- Visit Human Resources at the District Office **200 Douglas Street, Petaluma, CA (707) 778-4610**, who will give you information on all clearances you need:
 - **Fingerprints 2 sets** - Petaluma City Schools and Commission on Teacher Credentialing & Certification
 - **Activity Supervisor Clearance Certificate (ASCC)**
 - **TB Risk Assessment or Skin Test** (submit an assessment or skin test read within 60 days prior to hire date)
 - **Sudden Cardiac Arrest Training**
 - **CIF Coach's Education Course** (Required for High School coaches only)
 - **Concussion in Sports Training** (Required for High School coaches only)
- Get fingerprinted (\$57.00 PCS/DOJ and \$74.00 CTC/FBI)
- Visit **ctc.ca.gov** to create an account. When the "Fingerprint Process Complete" shows "Y" or "Complete - No Action Required" THEN apply for the **ASCC (Activity Supervisor Clearance Certificate)** (\$102.50) **PLEASE NOTE:** It is important that you disclose all previous criminal and arrest record information. Failure to disclose information in your ASCC application can result in the rejection of your credential application.
- Submit a completed **TB Risk Assessment** (free at the District office, or through your own health care provider)
- Complete **Sudden Cardiac Arrest Training Course** through NFHSLearn.com (no fee) Certificate presented at end of course (15 minute course)
- Complete **Concussion in Sports Training Course** through NFHSLearn.com (no fee) Certificate presented at end of course (Required for High School coaches only) (15 minute course)
- Complete **CIF Coach's Education Course** online at NFHSLearn.com (\$52) the course is called **Fundamentals of Coaching** Certificate presented at end of course (Required for High School coaches only) (9 hour course)
- Submit all certificates to Human Resources when you have completed required courses; bring certificates in in person or send via e-mail to HR Assistant
- Your Athletic Director will be notified by Human Resources when you have been cleared to coach
- Under **NO CIRCUMSTANCES** are you allowed to begin coaching or be on campus without a clearance