

Name: _____

School: _____

Sport: _____

Year: _____

MCPS New Coaches' Checklist

Following is a checklist of items that need to be completed by a new coach in the Montgomery County Public Schools (MCPS) interscholastic athletics program. New coaches should be given this form at the time of hire. Coaches should submit this form to the athletic director upon completion of all requirements.

ALL Stipend and Volunteer Coaches Must Complete the Following Before Hire:

Item	Specific Details	How Often	Date Completed
Fingerprinting and Child Protective Services (CPS) Background Check	Two options for scheduling a fingerprinting appointment: MCPS website or American Identity Solutions website <i>(Applicants that go to AIS, must bring a copy of the fingerprinting receipt to the MCPS Fingerprinting Office at Emory Grove, 18100 Washington Lane, Gaithersburg, MD, within 30 days)</i>	Once	

ALL Stipend and Volunteer Coaches Must Complete the Following MCPS Courses and Trainings prior to the start of the season:

Item	Specific details	How Often	Date(s) Completed
*PE-22: Care and Prevention of Athletic Injuries	Application is available on the MCPS Website. Application for: PE 22 Course, CPR Certification, & NCS	Once	
MCPS New Coaches' Seminar (NCS)	Mandatory before start of season – offered during PE-22 Application for: PE 22 Course, CPR Certification, & NCS	Once	
MCPS Compliance Training	All MCPS & Non-MCPS stipend coaches complete compliance training through PDO using their MCPS email account. <ul style="list-style-type: none"> • MCPS Stipend Coaches: Course # 90256 • Non-MCPS Stipend Coaches: Course # 90255 • MCPS & Non-MCPS: Level 1 Diabetes: Course # 90319 • MCPS & Non-MCPS: Diabetes (Coaches & ATC): Course # 90368 	Annually	
Volunteer Coaches: Recognizing and Reporting Child Abuse & Neglect	Training must be completed prior to the start of season	Annually	

Stipend Coaches Must Complete Following NFHS Online Courses Prior to the Start of the Season:

Item	Specific details	How Often	Date(s) Completed
CPR/AED Certification (face to face training)	Mandatory before start of the season. Provide a copy of current certification card to AD or take course offered during PE-22. Application for: PE 22 Course, CPR Certification, & NCS	Every 2 yrs.	
Bullying, Hazing and Inappropriate Behaviors	Bullying, Hazing and Inappropriate Behaviors	Once	
COVID-19 for Coaches and Administrators	COVID-19 for Coaches and Administrators	Once	
Concussion in Sports	Concussion in Sports	Every 2 yrs.	
Sudden Cardiac Arrest	Sudden Cardiac Arrest	Every 2 yrs.	
Heat Illness Prevention	Heat Illness Prevention	Every 2 yrs.	
*Sport-specific course required for Accredited Interscholastic Coach (AIC) certification	Click to search specific sport courses: AIC Certification	Once	
*Fundamentals of Coaching	Fundamentals of Coaching	Once	
Football Coaches Only: Blocking and Defeating Blocks, Shoulder Tackling & Equipment Fitting	Blocking and Defeating Blocks, Shoulder Tackling & Equipment Fitting	Once	