



Name \_\_\_\_\_ School \_\_\_\_\_ Sport \_\_\_\_\_ Year \_\_\_\_\_

Head Coach \_\_\_\_ or Assistant Coach \_\_\_\_ (check one)

The following checklist of items must be completed by all **STIPEND COACHES** in Montgomery County Public Schools athletic programs. Coaches should submit this form, along with certificates of completion, to the Athletic Director.

| All Stipend Coaches Must Complete the Following Before Hire:                                                                                                                  |                                                                                |                                  |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------|----------------|
| Item                                                                                                                                                                          | Specific Details / Link                                                        | How often                        | Date Completed |
| Fingerprinting<br>Background Check<br>National Registry                                                                                                                       | Completed at:<br><b>MCPS Human Resources Dept.</b><br>Christiansburg, Va 22407 | Once<br>(if no break in service) |                |
| <i>Please Note: Applicants must have cleared the background check and been notified by Human Resources that they are School Board approved to begin work before starting.</i> |                                                                                |                                  |                |

| Stipend Coaches Must Complete the Following VHSL/NFHS Courses Prior to the Start of the Season: |                                                                                                                                                                                                                  |                          |                |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------|
| Item                                                                                            | Specific Details / Link                                                                                                                                                                                          | How often                | Date Completed |
| Principles of Coaching                                                                          | Choose One from the following (\$):<br>3D Institute <a href="#">Foundations of Coaching</a><br>NFHS <a href="#">Fundamentals of Coaching</a><br>Human Kinetics <a href="#">Coaching Foundations/State Course</a> | 1 year from date of hire |                |
| Child Abuse and Neglect Recognition and Intervention Training                                   | <a href="#">Child Abuse and Neglect</a>                                                                                                                                                                          | Every Year               |                |
| Concussion Training                                                                             | <a href="#">NFHS Concussion In Sports</a>                                                                                                                                                                        | Every Year               |                |
| Coaching Mental Wellness                                                                        | <a href="#">NFHS Coaching Mental Wellness</a>                                                                                                                                                                    | Every Year               |                |
| Heat Illness Prevention                                                                         | <a href="#">NFHS Heat Illness Prevention</a>                                                                                                                                                                     | Every Year               |                |
| Sudden Cardiac Arrest                                                                           | <a href="#">NFHS Sudden Cardiac Arrest</a>                                                                                                                                                                       | Every Year               |                |
| Va State Component                                                                              | <a href="#">Va State Component</a>                                                                                                                                                                               | Once                     |                |
| First Aid/CPR/AED                                                                               | May be completed at MCPS school sites                                                                                                                                                                            | Once                     |                |
| Local VHSL Component                                                                            | Coaches Mandatory Training w/ AD                                                                                                                                                                                 | Every Year               |                |

*Coaches should present all certificates indicating course completion to their AD with this form.*

2026KSG Coach Signature \_\_\_\_\_ Athletic Director Signature \_\_\_\_\_