

Coaching Checklist

To Become a Lay Coach

To become a lay coach, it is necessary to complete the American Sports Education Program provided by the West Virginia Secondary Schools Activities Commission (WVSSAC) http://www.wvssac.org/new_site/WVSSAC_WebSite/HTML/coachedesd.htm

After completing the course, applicants need to provide copies of the certificates given at the end of the successful completion of the courses, a copy of their high school diploma and submit to a background check with fingerprints processed by L-1 Solutions.

Form 39 is submitted electronically to the WVDE. See below for instructions:

Electronic Application Instructions: Access the online certification portal at:

<https://wveis.k12.wv.us/certportal/>. You will be asked to register with the certification portal website.

As part of the registration process, you will be prompted to either use an existing webtop account if you have been employed in the West Virginia school system or register to create a webtop login. Once you have completed the registration process and obtained a webtop account, you may submit an electronic application. When the application is ready for payment, you will receive an e-mail notification with instructions for online payment. Applications will not be processed by the OEEL until the online payment has been processed. Applicants may follow and review the status of their application via the certification portal.

The diploma and certificates documents must be submitted to Wood County Schools with Form 7.

Documents required for new coaching certification

- 1. Copy of High School Diploma or equivalent
- 2. Proof of Completion of WVSSAC Coaching Principles
- 3. Proof of Completion of WVSSAC First Aid Course
- 4. Proof of Completion of WVSSAC Association Course
- 5. Fingerprints processed by L-1 Solutions (L-1enrollment.com)
- 6. Completed WVDE Form 7

7. \$35.00 paid online at: at <https://wveis.k12.wv.us/certpayment/>

To have BOE approval (needed to begin coaching):

Current WVDE Coaching Certification

Recommendation of Principal or Athletic Director