



Prospective Coaches/Trainers,

Thank you for your interest in coaching in Wood County. Attached are the requirements of the WVDE (West Virginia Department of Education) and the Wood County Board of Education to apply to coach in Middle or High School. These requirements pertain to **ALL** LAY Coaches – Paid or Unpaid and Trainers. In addition to the attached procedure, you are also **REQUIRED** to have a recommendation letter/email sent to the Coaching Coordinator (Robin Cross) at the Wood County Board of Education by the Athletic Director and/or Principal of the respective school you are applying to coach. Once **ALL** requirements are fulfilled below **AND** a recommendation letter/email has been sent in on your behalf (by the Athletic Director and/or Principal), you are **REQUIRED** to go through board action prior to coaching OR practicing. There are **NO** exceptions. Do not assume that you are approved until you have spoken to your school administrator.

If you have any questions, please call 304-420-9670 Ext. 121 or email [robin.cross@k12.wv.us](mailto:robin.cross@k12.wv.us). It is highly recommended that you speak to the Principal or Athletic Director for more information as they may have more directives for you. I am happy to help guide you through the process.

Best of Luck,

Robin Cross  
Coaching Coordinator/Secretary  
Wood County Schools  
Human Resources  
1210 13<sup>th</sup> Street  
Parkersburg, WV 26101  
304-420-9670 Ext. 121  
304-420-9033 fax  
[robin.cross@k12.wv.us](mailto:robin.cross@k12.wv.us)

Revised 2022

**Document required by the WVDE & Wood County Board of Education for Professional and Lay Coaches:**

1. CPR/AED Training Certificate – see link below for online training – You will need to provide copy of certificate yearly and are responsible for making sure your certification does not expire.

**Documents required by the WVDE & Wood County Board of Education for New/Expired coaching certification (LAY COACHES/Trainers):** (after not coaching for consecutive years, you may need to reapply and supply all the following information again. If so, you will also be required to have a new background check)

1. Copy of High School or College Diploma – Coaches only
2. Proof of completion of WVSSAC Coaching Principles – Coaches only
3. Proof of completion of WVSSAC First Aid Course – Coaches only
4. Proof of completion of WVSSAC Association Course – Coaches only
5. Additional required courses with the WVSSAC – Coaches only – send these to your Athletic Director or Principal. The courses are listed on the WVSSAC website under “Required Courses for Coaches”
6. Completed Coaching Application
7. Completed WVDE Form 7 – this is to be completed for your background check – Coaches AND Trainers
8. Complete Form 39 (submitted electronically) link listed below – this form will need completed yearly for LAY Coaches AND Trainers – The first time you apply, complete the Initial form. Thereafter, you will complete the Renewal form.
9. CPR/AED Training Certificate – see link below for online training – You will need to provide a copy of certificate. – Coaches AND Trainers. It is **your** responsibility to make sure your certification does not expire.
10. W4 and WV or Ohio Tax Exemption Certificate – ONLY if you are a paid coach
11. The following needs submitted yearly for Trainers ONLY
  - Proof of Valid NATABOC
  - Proof of Registration with WV Board of Physical Therapy

All the above-listed items apart from the Form 39 (which is electronic) need submitted to me via fax or email before I can approve your Form 39. The above-mentioned documents are uploaded to the WVDE which will generate the payment process and service code for background check. Please supply an email address that you check regularly as this is how you will be contacted.

When the application (Form 39) is ready for payment, you will receive an email notification with instructions for online payment. Applications will not be processed by the Office of Certification Licensure and Professional Preparation until the online payment has been processed. If this is an INITIAL application, once the application is entered into our system an email will be generated to you with the Service Code needed to make an appointment for fingerprints and background check. You may follow and review the status of your application via the certification portal.

#5 Additional courses - <https://www.wvssac.org/>

#8 - Form 39 Link - <https://wveis.k12.wv.us/certportal/>

#9 – National CPR Foundation – <https://www.nationalcprfoundation.com/>