

INITIAL COACHING AUTHORIZATION REQUIREMENTS

PLEASE BRING THESE ITEMS WITH YOU AT YOUR APPOINTMENT HERE IN THE BOARD OFFICE.

1. Need copy of WVSSAC coaching principles, first aid course, and association course certificates of completion.
2. Must have a copy of high school diploma or verification of being a graduate. If the person has **completed college**, a transcript of grades can be used if they have a 2.5 average or above.
3. Must obtain fingerprint background check through L1 location with results sent to the WVDE.
5. Must complete Certification Portal registration and the Application (Form 39) as per the instructions in the WVDE Applicant User Guide.
6. **Form 7 will need to be completed here in our office so that it can be notarized.**

Once all of these items have been completed, they will be uploaded to the WVDE Office of Educator Effectiveness & Licensure for processing.

If you have questions, please contact our office at 304-684-7099.

