

AUTHORIZED CERTIFIED COACHES “ACC”

IN ORDER TO A BE AN AUTHORIZED CERTIFIED COACH (Unpaid), THE FOLLOWING MUST OCCUR:

- Holds a valid Coaching License issued from the West Virginia Dept. of Education
- Completed the Monongalia County Authorized Certified Coaching Application. (This is obtained through the school)
- Completed the Monongalia County Online Application
 - ONLINE APPLICATION
 - DRUG FREE WORKPLACE I AND II
 - UPLOAD COACHING LICENSE ISSUED BY WVDE
- State CIB Background Check (If they HOLD a valid coaching license issued by the WVDE).
 - Contact MorphoTrust 1-855-766-7746
 - MorphoTrust is located in the PACE building next to Mylan Park Elem.
- Once we have everything, the coach will be board approved as an ACC.

IF THE ACC DOES NOT HOLD COACHING LICENSE ISSUED THROUGH THE WVDE THE FOLLOWING MUST OCCUR:

- **SIGN UP , COMPLETE AND PASS THE COACHING COURSE THROUGH THE WVSSAC.**
 - <http://www.wvssac.org/coaches-education/>
 - COACHING PRINCIPLES*
 - FIRST AID*
 - ASSOCIATION COURSE*
 - HIGH SCHOOL DIPLOMA OR COLLEGE TRANSCRIPTS*
- **SCHEDULE A STATE/FEDERAL BACKGROUND CHECK WITH MORPHOTRUST** (located in the PACE building next to Mylan Park Elem) 1-855-766-7746*
- **COMPLETE AND SUBMIT FORM 39 ONLINE**
<http://wvde.state.wv.us/certification/forms/>
- **PAY FOR A FORM 39** (Upon approval from Mon. County)
<http://wvde.state.wv.us/certification/forms/documents/Form39.pdf>
- **PRINT A FORM 7***
<http://wvde.state.wv.us/certification/forms/documents/Form07.pdf>
- **ACC Form ***

BRING (*) ITEMS TO THE HR OFFICE AT THE MON. COUNTY BOARD OF ED.