

Step by Step Procedure for Coaching

- Letter of Intent (this can be sent to the AD and the principal, **see attached** as an example)
- Application (**see attached**, needs to be filled out and provided to the school) (please provide to the superintendent secretary)
- Interview (if needed that will be scheduled by the AD with the applicant and the principal)
- Fingerprints/Background Check (**need to get this from the school** (superintendent secretary), the applicant then can let them done at the Plainfield Police Department for **~\$20 (this needs to be paid by the applicant)**. Once they are complete the applicant can bring them to the school and they will get them processed (please provide to the superintendent secretary)
- DCF Registry Check (see attached, needs to be filled out and provided to the school) (please provide to the superintendent secretary)
- W4 Federal (please provide to the superintendent secretary)
- W4 CT (please provide to the superintendent secretary)
- I-9 Verification 5yr coaching certificate (or temporary) (please provide a copy to the superintendent secretary)
- First Aid/CPR / AED (please provide a copy of the cards to the superintendent secretary)
- Module 15 (Concussion/Head Injuries, part of the 5 –year certification class and if going for a temporary the class needs to be taken) (please provide original certification to the superintendent secretary)

In respect to the above the applicant will work with the AD, principal and the superintendent's secretary. The Baldwin Booster Club will reimburse a potential coach up to \$50 for the CPR/First Aid class. If there is a difference the coach will need to pay that difference.

Links to the temporary, 5-year (**paid by the applicant**) and concussion module are provided below. The concussion module is provided in the 5-year coaching class. The concussion class needs to be **paid for by the applicant** if the applicant is going for the temporary certification.

The link to the CIAC website is below.

<http://www.casciac.org>

When you go to the website you can do the following:

Click on CT Coaching Education Program to the left

On bottom of page click "Need a Coaching Permit to Coach in CT"

Click on State Department of Education Form ED186 for a Temporary Permit or ED185 for a Five Year Permit

Print this out and provide the required documents along with it. They are as follows:

1. Copy of your 5-Year permit if not going for temporary
2. Teacher requirements are different in respect to one above
3. Original Certification of your concussion class (if going for temporary)
4. Copy of CPR/First Aid
5. Copy of High School Diploma

For the Concussion Class do the following:

Click on CT Coaching Education Program to the left

Click on "Need CEUs to Renew your Coaching Permit"

Sign up for concussion class from there. The cost is \$50 for the concussion training on line. That is a cost out of the coaches pocket.