



DISTRICT ATHLETICS COACHING CHECKLIST

Name: _____ Site: _____

Sport: _____ Position: _____

Email: _____ Contact Number: _____

1. **Complete online application:** [CUSD Application Portal](#)
2. **Fingerprint appointment with Human Resources:** 559-274-4700
*** Fingerprint clearance can take anywhere from 1-30 days. This is something that we cannot control in the HR department. Once fingerprints are scanned we MUST wait for the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) to complete their process.*
3. **Home Campus-** Create an account and upload all required documents: [Home Campus](#)
4. **Certifications:**
 - TB (Every 4 years)
 - Please take the attached form to your school site nurse for completion- [TB Questionnaire](#)
 - CPR/1st Aid (Every 2 years)
 - Head Coaches must complete online AND hands-on certification. [CPR/1st Aid Classes](#)
 - Assistant Coaches: Any online course or [CPR Today](#)
 - Volunteers: CPR/1st Aid Not required

(Please contact Gary Davis - gdavis@centralusd.k12.ca.us with any questions.)
 - NFHS Training (Every 2 years):
 - [Sudden Cardiac Arrest](#)
 - [Concussion in Sports](#)
 - [Heat Illness Prevention](#)
 - CUSD Mandated Training: [Public School Works](#)
 - M394- Child Abuse & Neglect Reporting- California- (Every calendar school year)
 - M759- Sexual Harassment Prevention in California- Module 1- (Every 2 years)
 - M774- Sexual Harassment Prevention in California - Module 2- (Every 2 years)
 - NFHS-CIF (One time only):
 - ["Fundamentals of Coaching"](#)

(Email drustiganjones@centralusd.k12.ca.us for a code to defer the cost of the exam)
5. **Driver's Clearance-** (Only if you plan to drive students) *** Must be at least 21 years of age**
 - [Personal Vehicle Use Form](#)

Contingencies: All certifications must be completed and uploaded to Home Campus 10 days after your hire date. This is a non-coaching period until certifications and fingerprint clearances are finalized by Human Resources.

The Signature below is verification that all contingencies have been completed and verified.

District Athletics

Date

Should you have any questions, please contact Diane Rustigan-Jones at (559) 274-4700 ext. 10254.