



MCHS Required Paperwork for Coaching Staff

All coaches (paid or volunteer) are required to complete annual paperwork and training. Mt. Carmel uses a website called Home Campus to keep track of all coach and athlete paperwork. This list is to help you understand the specifics of what's required and keep track.

PUSD uses a different website, [JPA Learning](#), for state mandated training which apply to all school staff. CIF also has a [page on their website](#) for information about some of these coaching requirements.

Home Campus: Coaches

Use the [Home Campus](#) Coach Login page to create a free account, electronically sign paperwork, and upload certificates.

Health related certificates (except CPR) are offered free through [NFHS Learn](#). If you think you may have completed these certificates within the last 2 years, you can [look it up](#) without logging in.

Required paperwork for ALL coaches:

- ☐ [CIFSDS Code of Ethics](#) – signed annually
- ☐ PUSD Coaching In-service Acknowledgement – signed annually, you should receive a PowerPoint/PDF via email and/or during coach meeting
- ☐ CPR/AED/First Aid for *children and adults* – valid for 2 years, must include a hands-on skills portion and must be done through either [Save-A-Life Educators](#), [American Red Cross](#), or American Heart Association
- ☐ [Concussion & Head Injury Education](#) – valid for 2 years
- ☐ [Heat Illness Prevention Training](#) – valid for 2 years
- ☐ [Sudden Cardiac Arrest \(SCA\) Awareness Training](#) – valid for 2 years
- ☐ [Fundamentals of Coaching Education](#) – never expires

Required for Cheer and Dance Coaches only:

- ☐ [Cheer and Dance Spirit Safety Course](#) – never expires

Required for Water Sports only beginning 2020-21 school year:

- ☐ [Lifeguard Certification](#) – valid for 2 years and must be completed through American Red Cross. This may also be used as your CPR/AED/First Aid certification. PUSD has trainings a couple of times throughout the year. Ask AD for dates and times.