



## State Requirements/Certifications

Please review the courses/requirements below to ensure that you are in compliance **PRIOR** to your coaching season.

*Welcome to Northern Highlands Coaching!*

Listed below are the requirements for coaching at Northern Highlands. Many requirements can be completed on the Global Compliance Network (GCN) website. The personnel in the Business Office, will set up a GCN account for new coaches. [GCN](#) The Organization ID is **73953n**. Some courses/requirements can be completed on the National Federation of High Schools (NFHS) at [www.nfhslearn.com](http://www.nfhslearn.com), the Red Cross website at [www.redcross.org](http://www.redcross.org), Safe Schools and others.

Northern Highlands is able to access Certificates of Completion for classes taken on GCN. We are NOT able to access any other sites. Also, we do NOT receive an automatic notification from ANY site (including GCN) that you have completed a course/training. You must tell us. **It is ultimately YOUR responsibility to keep all records and requirements up to date.**

Lastly, there is no way around these State mandated requirements/certifications. Coaches, regardless of your role (paid, unpaid, volunteer etc.), all courses/requirements need to be completed.

As always, if you have any questions, please come by the Athletic Office.

### **THESE REQUIREMENTS MUST BE MET PRIOR TO COACHING**

- **CRIMINAL HISTORY/FINGERPRINTING** - required when you start at NH regardless of when or where you were last processed - Criminal History Instructions for new Applicant. If your fingerprints are available from another school district they can be archived to NH - [Archiving fingerprints](#). The NH District is 3700. The Business Office can assist you.
- **TEACHING OR SUBSTITUTE CERTIFICATE** - In order to be in a paid position and to work with the athletes alone, a coach **must** have a teaching certificate or a current substitute certification. Substitute certificates expire after 5 years. Volunteer and/or para-professionals **MUST** never be alone with the athletes. They are **not** to be working with or supervising athletes without a paid and certificated coach with them at all times. Northern Highlands encourages all coaches to have their substitute certificate.
- **FUNDAMENTALS OF COACHING** – required **once** for all coaches. You are grandfathered-in if you started coaching before 2006. The required course is ONLY offered on NFHS as NFHS Fundamentals of Coaching - <https://nfhslearn.com/courses/fundamentals-of-coaching>. There is a fee for this class.
- **CPR/AED** – required every **two years**. If you have not taken a CPR class, a local class can be found on the Red Cross website – [www.redcross.org](http://www.redcross.org). The AED portion can be taken through the GCN website as **AED**. The Northern Highlands trainer offers CPR refresher courses during the year at Northern Highlands.
- **FIRST AID** - required every **two years**. The Red Cross offers CPR/AED and First Aid training in one course. The recommended course is through [www.redcross.org](http://www.redcross.org) as **First Aid Health and Safety for Coaches**. Also acceptable is **First Aid in Schools** on the GCN website.
- **BLOODBORNE PATHOGENS** – required **annually**. This can be taken either at the NHRHS summer class or online via GCN as **Bloodborne Pathogens**.

- **CONCUSSION TRAINING** - required **annually**. This training/certificate is available on GCN as **Concussions in Schools: Prevention-Control-Treatment** or **Concussion Training** or on at NFHS as **Concussion Awareness**.
- **HEAT ACCLIMATION** – required **annually**. This certificate is available on GCN as **Heat Related Illness** or at NFHS as **NFHS Heat Illness Prevention**.
- **GCN COURSES** –required every **five years**. The courses are **Child Abuse NJ, Suicide Awareness/Prevention, Anti-Bullying Bill of Rights** and **Cyber Bullying**. They are all online GCN courses.
- **PAUL’S LAW T.R.U.S.T TRAINING WEBINAR** – contains the T.R.U.S.T webinar provided by Epilepsy Services of NJ, required by the NJDOE. This training can be completed on GCN. This needs to be completed every 2 years.
- **IMPLICIT BIAS COURSE** – a one-time requirement. The Implicit Bias Course can be completed on the NFHS website - <https://www.nfhslearn.com/courses/implicit-bias>.

***THANK YOU FOR COACHING! GO HIGHLANDS!***