



CHANDLER UNIFIED SCHOOL DISTRICT ATHLETIC DEPARTMENT

ATHLETIC Coaching Requirements

The following items are required and must be presented to Chandler Unified School District Athletic Office before coaches will be allowed to work with student-athletes. *When interviewing please remind the applicant that HR needs ten years of work history and if it is a student, they can put that on the application or write up a statement to present at the interview.

- [CPR Certification Course](#) attached to the District form (Free Course option available)
**MUST BE ADULT/CHILD/INFANT
- **Current Fingerprint Card, Effective July 1, 2017**, all coaches must possess a fingerprint clearance card. They can go to [the DPS website](#), fill out application on-line and get prints that same week through an approved vendor from DPS. Receive card in 1-2 weeks **See Instruction Sheet**
- **NFHS Fundamentals of Coaching** Course Certificate [NFHS Learn Website](#)
- **NFHS Concussion** Course Certificate [NFHS Learn Website](#)
- **NFHS Bullying, Hazing and Inappropriate Behaviors** [NFHS Learn Website](#)
- **Heat Illness Prevention** Certificate [NFHS Learn Website](#)
- **Risk Management** Watch video & sign log sheet. Check with site Athletic Dept.
- **CUSD Bullying/Hazing Awareness** Watch video & sign log sheet. Check with site Athletic Dept.
- **CUSD Annual Best Practice Review** Watch video & sign log sheet.
Check with site Athletic Dept.
- **Football Safety** Watch video & sign log sheet (HS Football Coaches only - *yearly*). Check with site Athletic Dept.
- **Soccer Agreement** completed & sign (All Soccer Coaches only -*yearly*).
Check with site Athletic Dept.
- **Coaching Cheer & Dance** Certificate (Cheer Only) [NFHS Learn Website](#)
- [AACCA](#) (Cheer Coaches only - valid for 4 years)
- [NFHS Spiritline Rules](#) (HS Cheer Coaches only - *yearly*)

In addition, if the coach is not a current employee, they must do the following:

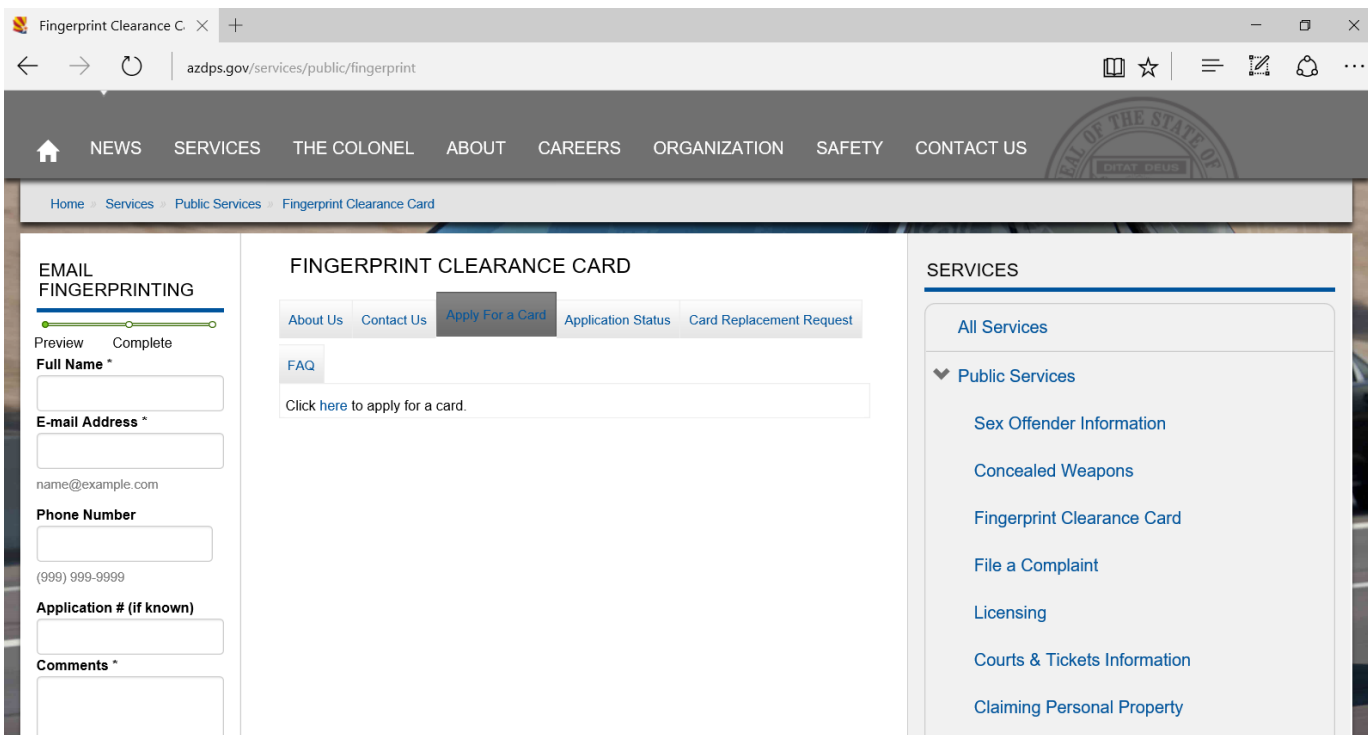
- **Online Application** If not a posted position, have them use the Vol. coach application
- **Current Fingerprint Card, Effective July 1, 2017**, all coaches must possess a fingerprint clearance card. They can go to [the DPS website](#), fill out application on-line and get prints that same week through an approved vendor from DPS. Receive card in 1-2 weeks. **See Instruction Sheet**
- **Background check** – *if paid coach* HR will check, *if volunteer coach* Site will check
- Make sure that they have three valid references and list ten years of work history. If student, list that on application.
- **Volunteer Form** – Required for all volunteer coaches. **Volunteer & Out of District Coaches-*****Once Human Resources and the District Athletic Office clears the coach, they will be contacted by Human Resources to pick up a CUSD badge.*

FINGERPRINT CLEARANCE CARD APPLICATION PROCESS

1. Go to the following website - <http://www.azdps.gov/>
2. Scroll down to the left side of the page and click on the fingerprint



3. Click on the tab **Apply for a Card**
4. Click on **Click here to apply for a card**



The screenshot shows a web browser window with the URL azdps.gov/services/public/fingerprint. The page features a navigation menu with links for NEWS, SERVICES, THE COLONEL, ABOUT, CAREERS, ORGANIZATION, SAFETY, and CONTACT US. Below the navigation is a breadcrumb trail: Home > Services > Public Services > Fingerprint Clearance Card. The main content area is titled "FINGERPRINT CLEARANCE CARD" and includes tabs for "About Us", "Contact Us", "Apply For a Card" (which is highlighted), "Application Status", and "Card Replacement Request". Under the "Apply For a Card" tab, there is an "FAQ" section with a link that says "Click here to apply for a card." To the left of the main content is a form titled "EMAIL FINGERPRINTING" with fields for "Full Name *", "E-mail Address *", "Phone Number", "Application # (if known)", and "Comments *". To the right is a "SERVICES" sidebar with a list of services, including "Sex Offender Information", "Concealed Weapons", "Fingerprint Clearance Card", "File a Complaint", "Licensing", "Courts & Tickets Information", and "Claiming Personal Property".

5. The next screen will have a purple bar – **Schedule an Appointment**

6. Log in New Users/Sign Up

7. It will bring you to a reason screen, you will choose **Identified Verified Prints (IVP) – Paid Employee** – even if you are a volunteer, you will choose this type of card. If you go to paid status later, you will have the appropriate card.

Fingerprint Clearance Card | Reason

arizona.fieldprint.com/Scheduling/ScheduleNewAppointment

Welcome, [barker.elizabeth@cus8d0.com!](#) [Logout](#) [English](#) [Español](#)

Need More Help?
[Frequently Asked Questions](#)

Reason

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Reason why you need to be fingerprinted

[I know my Fieldprint Code](#)
[See More Detailed Descriptions of Reasons](#)

Select..... ?

- Enter Fieldprint Code
- Regular Application – Paid Employee
- Regular Application – Volunteer or Student
- Identity Verified Prints (IVP) – Paid Employee**
- Identity Verified Prints (IVP) – Volunteer or Student
- Identity Verified Prints (IVP) Renewal – Paid Employee
- Identity Verified Prints (IVP) Renewal – Volunteer or Student

my Fieldprint Code'.
list. If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.

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8. The next screen will be the Sponsors screen, you will chose the last option – **Public and/or Charter School Noncertificated Personnel.**

Fingerprint Clearance Card | Sponsors

arizona.fieldprint.com/States/AZReason

Sponsors

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Check the box(es) indicating why you are applying. (Maximum of 4) Your application can not be processed without this information. If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.

<input type="checkbox"/>	DOE Certification (Teacher or Other)	ARS §15-534	All persons who apply for certification from the state board of education.
<input type="checkbox"/>	Tutor or Teacher Preparation Programs	ARS §15-534	All persons who apply for certification from the state board of education.
<input type="checkbox"/>	Charter School Instructor	ARS §15-183	All persons engaged in instructional work directly as a classroom, laboratory or other teacher or indirectly as a supervisory teacher, speech therapist or principal.
<input type="checkbox"/>	Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees	ARS §15-512	A contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school.
<input checked="" type="checkbox"/>	Public and/or Charter School Non-certificated Personnel	ARS §15-512	Non-certificated personnel and personnel who are not paid employees of the school district and who are not either the parent or the guardian of a pupil who attends school in the district but who are required or allowed to provide services directly to pupils without the supervision of a certified employee.

***These statutes require a Level One card. However, if you qualify, a Level One card will be issued for any box marked on your application.

[Save and Continue](#)

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9. After this screen, you will be directed to pay via credit card and then it will set up a time for you to go and get your prints done at a location close to your home.
10. Once the fingerprinting process is completed, they will send your application and prints to the Department of Public Safety. You should receive a card within ten days.