

DuBois Central Catholic Clearances & Training for Coaches

If you have any questions, give me a call at 372-3881 or 661-6322.

- 1. PA Criminal Check** – You will want to do this one first. You can do this online. You will need your credit card. The cost is \$10.00. The website is <https://epatch.state.pa.us>. Click on the tab “Record Check” at the top of the page to get started. You will want to print out the receipt as proof of application. My experience is that you should get a response within 30 minutes; however, it could take longer. Print out the response because you will need a copy of this for the school as well as a copy to submit with the Child Abuse Clearance Form.
- 2. Federal Criminal History Check** – This is the one where you need to go for fingerprinting. First you need to go on to the following website to register and select a fingerprinting site: <http://www.pa.cogentid.com>. The most convenient place is the psychologist’s office that is above the DuBois Diner. The cost is \$33 payable online. Again you will want to print out your Registration Receipt as proof of application. You will receive a completed document in the mail within a few weeks.
- 3. PA Child Abuse History Clearance** – This is a clearance form that must be submitted by mail along with a \$10 money order payable to the Department of Public Welfare. Actually you can have it processed quicker if you take the completed form and money order to Representative Matt Gabler’s office on the Beeline. You can print out a copy of the form at the following website: http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf. If you have a problem printing this form I have a copy.

4. Concussion training

While going through the steps, it looks like you will be paying for the course. You will not. You’re ordering a course that cost \$0.00.

1. Go to www.nfhslearn.com
2. On the right hand side, click on “Register”
3. Complete registration
4. Find the “Free/Elective Course” section, click on “Concussions in sports, what you need to know” tab
5. Click on “Order now”
6. Click on “I am ordering for myself”
7. Click on “Save”
8. Click on “Check out”
9. Click on “Complete Purchase”
10. Find “To accept your course click HERE”
11. Click on “Begin”
12. Complete the course
13. Click on “Get certified”
14. Log out
15. Log back in
16. Click on “View-Print Certificate”
17. Print the certificate and give to Mrs. Valley or me

5. The protection of children video

1. Go to <http://www.eriesd.org/schools.asp>
2. On the left hand side click on “Protection of Children/Youth”
3. On the right hand side click on “Adult Online Inservice-Creating a Safe Environment”
Password protected. The password is: online11.
4. Complete the course, watch the video.
5. Print off the completion form at the end of the video and turn it in to me.

6. Cardiac Training

1. Go to the following link : <http://www.sportsafetyinternational.org/cardiacwise/>
2. Find the “Cardiac Wise” section on the left hand side of the page
3. Click on “Cardiac Wise” and follow the directions
4. When you finish the training, you can go to “Certificate” and email it to Mrs. V. or me.
Or you can print it off and turn it in.