



## COACHES CERTIFICATION

### How do Coaches and AD's access and document required certification ?

Revised 8-9-22

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#### **Concussion in Sports -** Currently manual entry by AD in Final Forms. Automated updating being pursued

Available at: <https://nfhslearn.com/> or, school approved concussion course

Cost : Free

Provide certificate of completion to AD

#### **Sudden Cardiac Arrest -** Currently manual entry by AD in Final Forms. Automated updating being pursued

Available at: <https://nfhslearn.com/> or, school approved sudden cardiac course

Cost : Free

Provide certificate of completion to AD

#### **First Aid / CPR -** Manual entry by AD in Final Forms

Available at : check with your school district for district approved certification

#### **General Rules Clinic -** Automated by syncing certifications between my247ed and FinalForms

Available at : FinalForms - log into your account < my profile

Click "renew on my247ed", Take course on my247ed

Upon completion of course, return to your profile on FinalForms and click "sync certifications with my247ed"

#### **Sport Specific Rules Clinic -** Automated by syncing certifications between my247ed and FinalForms

Available at : FinalForms about 1 month prior to the season (HS) and Aug 15 (MS) in your profile section

Click "renew on my247ed", Take course on my247ed

Upon completion of course, return to your profile on FinalForms and click "sync certifications with my247ed"

#### **Hands on Required Courses -** Currently manual entry by AD in Final Forms. Automated updating being pursued

Available at : wiaa.com < education < certifications (signing up in "Register My Conference")

Attend the course you signed up for. Complete all required steps including the survey afterward.

Certificate of completion will be in the course registration in Register My Conference

Provide certificate of completion to AD

#### **Coaches Education -** Currently manual entry by AD in Final Forms. Automated updating being pursued

**Option 1 :** Available at : wiaa.com < education (signing up in "Register My Conference")

Attend the course(s) you signed up for. Complete all required steps including the survey afterward.

Certificate of completion will be in the course registration in Register My Conference

Provide certificate of completion to AD

**Option 2 :** Take Coaching Fundamentals Course on <https://nfhslearn.com/> and provide a certificate of completion to AD.

**Option 3 :** Take your school district approved course(s) and provide a certificate of completion to AD.

## Q and A

**QUESTION - We just hired a coach that is a brand new coach. How do we make sure they are compliant with Coaches Education?**

**ANSWER -** WIAA Handbook Rule 20.4.7 indicates that by the third year of coaching, a member school coach (paid or volunteer) must meet the coaches education requirements. So, you can indicate in FinalForms that this coach has an expiration date for the Coaches Education requirement 3 years from the date of hire. Again, this is for a brand new coach. If you hire a coach that has been coaching, you'll need to make sure they are compliant as the Handbook states they have to maintain coaches education requirements every 3 years.

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**QUESTION - We do not have copies of the past 2 years of concussion and sudden cardiac arrest compliance. How do I access this?**

**ANSWER -** We have learned that many schools require these 2 courses every year. But, if you follow WIAA Handbook and allow this to be done less frequently, you can email Peter ([pho@waa.com](mailto:pho@waa.com)) and he can send you the years you request.

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**QUESTION - Our coach can't get their WIAA rule clinic to sync in FinalForms. Or, it's not syncing quickly.**

**ANSWER -** The Q and A document on the FinalForms resource page is very helpful. There is a WIAA ID that is attached to every coach. This ID goes back and forth between the two technology platforms. Once in awhile, the ID does not transfer so the process outlined in the document explains how to solve this.

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**QUESTION - We have a coach that has completed all requirements to coach in the fall, however, because they coach a winter sport, they are red because the winter rules clinics are not available right now.**

**ANSWER -** This is an issue during this first year of the FinalForms transition. We are working with FinalForms to have a solution for this. We will provide a communication to member schools when this is resolved.

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**QUESTION - How do we maintain copies of the certifications that coaches take for compliance.**

**ANSWER -** Coaches have the ability to upload copies of all certificates into their FinalForms account. Then, as the AD you can simply confirm and enter the dates of completion into their Coaching Compliance account. There is not certificate of completion for the WIAA General or Sports Specific due to the automated process. Coaches Ed, First Aid, Concussion, Sudden Cardiac should all come with a certificate of completion that can be uploaded.