



# MONTVILLE TOWNSHIP PARKS & RECREATION DEPARTMENT



195 Change Bridge Road, Montville, NJ 07045

Recreation Phone: 973-331-3305

## Coaches Certification Classes – January through June 2021

Coaches and/or Assistants who have **NEVER** attended our in town certification program or who don't possess an ID Card from a previously recognized program (NYSCA, or the Rutgers Safety Certification program, etc.) are **REQUIRED** to attend the coach certification class (1 time only).

**Class location:** VIRTUAL via Webex

**CHOICE of Class dates:**

January 19<sup>th</sup>, February 9<sup>th</sup>, February 25<sup>th</sup>, March 9<sup>th</sup>, March 25<sup>th</sup>,  
April 13<sup>th</sup>, April 22<sup>nd</sup>, May 11<sup>th</sup>, May 27<sup>th</sup>, June 10<sup>th</sup>, and June 22<sup>nd</sup>

**Class times:** from 6:30pm to 9:30pm

**To register for the Coaches Certification Class**, please download the Coaches Application packet at <http://www.montvillenj.org/RecFlyers> or pick one up at the Recreation Dept. The completed application with the class date written in the upper right corner of your application must be submitted to the Recreation Dept. to register for the class. You will receive an email reminder a few days prior to your class for you to confirm your attendance and provide the link to the class.

\*New Coaches who have taken a previously recognized program (NYSCA, or the Rutgers Safety Certification class and possess a recent Concussion training class will count towards our required class certification. However you must attach a copy of your Rutgers's Safety Certification card and the Concussion Training Certificate to your coach application and email a head shot of yourself to [ident@montvillenj.org](mailto:ident@montvillenj.org) for the Coach ID Badge.

**FINGERPRINTING** – is required to be repeated every three years. This process must be done directly through the Recreation Dept. regardless if you have had a prior fingerprint check through your workplace. Please follow the instruction page in the coach application packet to register for your fingerprint appointment by going to <https://uenroll.identogo.com/>. **MAKE SURE** you take your completed FINGERPRINT application to your appointment. Coaches may receive reimbursement for the fingerprint fee by submitting a copy of the fingerprint receipt and a completed voucher to the Montville Recreation Department.

Once you complete the coach certification course & we receive confirmation on the fingerprints, a permanent badge; good for 3 years, will be mailed to your home.

**YOU MUST WEAR A VALID PHOTO I.D. AT ALL TIMES  
WHILE COACHING OR ASSISTING!!!!**

Any questions please email [ident@montvillenj.org](mailto:ident@montvillenj.org) or call 973-331-3305  
Fax number: 973-402-0787