



MONTVILLE TOWNSHIP PARKS & RECREATION DEPARTMENT



195 Change Bridge Road, Montville, NJ 07045

Recreation Phone: 973-331-3305

Coaches Certification Classes – July through December 2023

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: Community Park's Field House located behind the Youth Center at 130 Change Bridge Road

CHOICE of Class dates:

July 18th, August 15th, September 7th, September 19th, October 5th,
October 17th, November 2nd, November 14th, and December 7th

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

To register for the Coaches Certification Class, please download the Coaches Application packet [here](#) 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.

*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 mfelter@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 ldent@montvillenj.org or call 973-331-3305
Fax number: 973-402-0787