



MONTVILLE TOWNSHIP PARKS & RECREATION DEPARTMENT



195 Change Bridge Road, Montville, NJ 07045 Recreation Phone: 973-331-3305

Coaches Certification Classes – July through December 2019

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 11th, July 18th, August 13th, August 27th, September 10th, and September 24th
October 8th, October 22nd, November 7th, November 19th, December 10th

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 should be submitted to the Recreation Dept. Please write the requested class date on the upper right corner of your application to register for the Coach Certification class. You will receive an email reminder a few days prior to your class for you to confirm your attendance.

*For new coaches who have previously taken a Certified Safety Training Course elsewhere, you must attach a copy of your Rutgers Safety Certification card to your coach application.

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 www.nj.ibtfingerprint.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 application, receipt and 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 or call 973-331-3305

Fax number: 973-402-0787