



Riverside Unified School District

Date Posted: July 10, 2012

## WALK ON COACH

Effective July 1, 2010 all coaches need an **Activity Supervisor Clearance Certificate** prior to coaching. The website to obtain this certificate is <http://www.ctc.ca.gov>. Go to the Home Page; then go to the tab that reads CA Educator in the middle of page (it is below five good bars in the middle); click on Activity Supervisor Clearance Certificate to begin process. You will be required to pay \$72.00 for this certificate on line. Make sure you print out a confirmation page as proof you have applied.

When you have all of the items listed below contact Jessica Illingworth at (951) 788-7135 ext. 80116 or email her at [jillingworth@rusd.k12.ca](mailto:jillingworth@rusd.k12.ca) to schedule an appointment or if you have any questions.

- **Application signed by the Athletic Director** (It is mandatory the application is signed by the Athletic Director.)
- **California Driver's License**
- **Social Security Card**
- **TB Clearance Results; within 60 days.**
- **First Aid & CPR Certification.** The District does not accept on-line certifications effective immediately. The Sport Clinic in Riverside offers courses regularly and they charge \$45.00. Their phone number is 951-274-3422. Here is the link:  
<http://sportfoundation.org/firstaid.html>.

*Dance/Performing Arts/Band Coaches do not need CPR or First Aid Certifications.*

- **Confirmation of ASCC** from Teacher Credential Website
- **Live scan forms** from the Teacher Credential Website
- **Money Order or Cashier's Check for \$96.00 payable to RUSD. We do not accept cash or personal checks.**

At the time of our appointment the following will be completed:

- a. Fingerprint(Live scan) you for employment and the credential (Activity Supervisor Clearance Certificate),
- b. Sign up of required documentation and orientation.
- c. At that time you will be given a "Treatment Authorization Form" and sent to the designated clinic for a drug screening; you cannot do the drug screening until you get the authorization form from Jessica.

**When Human Resources get the results back from the Department of Justice (Fingerprints), FBI (Activity Supervisor Certificate), and the clinic (drug results) then Jessica will contact the coach and the Athletic Director with an effective start date of when you can begin coaching.**

**As it states in the application; No coach may be on the field or receive compensation before they are cleared to work or volunteer by the Human Resources Department.**