



MEMORANDUM

To: Coach Applicants

From: John Davis, Director of Athletics and Activities

Subject: School Year 2024-2025 Coach Hiring Procedures

You have been identified as a prospective coach for the Howard County Public School System (HCPSS). In order to coach for HCPSS all coaches must have an active Employee Number (E number). Final approval of your coaching assignment will be given by the Director of Athletics and Activities.

Non-HCPSS employee coaches are required to:

1. Complete an online application at <https://www.applitrack.com/hcpss/onlineapp/>
2. Complete onboarding and receive an E number from Human Resources/Temporary Services
3. Complete the required trainings listed below
4. Receive a coaching assignment from the Director of Athletics prior to coaching

HCPSS employees with an active E number are required to:

1. Complete the required trainings listed below
2. Receive a coaching assignment from the Director of Athletics and Activities prior to coaching

All new coaches must complete the required training below in order to receive a coaching assignment:

1. Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AED) course.
 - a. **Paid coaches** must undergo hands-on CPR/AED training. Some options are below.
 - i. [HCPSS CPR/AED Registration Form](#) for coaches who have received an E number
 - ii. A hybrid course, like the one offered by the [American Red Cross](#) - combining online coursework with an instructor-led in person skills session - will be accepted.
 - b. **Volunteer coaches** may take an online course at <https://nfhslearn.com/>
2. NFHS Concussion Management Training <https://nfhslearn.com/>
3. NFHS Sudden Cardiac Arrest Training at <https://nfhslearn.com/>
4. NFHS Heat Illness Prevention Training at <https://nfhslearn.com/>
5. Bloodborne Pathogen Exposure Prevention Training at <https://howard-md.safeschools.com/>
An E number is required to access this training
6. Child Abuse Reporting Training at <https://howard-md.safeschools.com/> An E number is required to access this training

All new coaches must complete the training below within the first year of coaching:

1. New Coaches Orientation within one year of the hire date.
2. Complete a one-credit (15 hour) course in the Care and Prevention of Athletic Injuries

Submit proof of completed training to the Athletics and Activities Manager (AAM) for the hiring school. The AAMs will forward proof of training to the Athletics and Activities Office. Coaches may not be introduced or begin training until they have completed all steps and are cleared by John Davis, Director of Athletics and Activities.

Acknowledgement

Please click on the link to acknowledge receipt of these requirements and compliance with the hiring process. [New Coaches Memo](#)