

**INSPIRE.  
DEVELOP.  
MOTIVATE.**

  
Coaches & Administrator Registry

**CREDENTIALING QUICK GUIDE**

**HCRP**  
**S P O R T S**

**2024 - 2025**





Thank you for your interest in the Howard County Department of Recreation & Parks Coaches and Administrators Registry. This Registry was established to ensure the safety and security of our youth athletes through coaching education and training, as well as to simplify the coaching accreditation process. Please follow the steps below to complete the credentialing process.

## **SIGN UP**

## **STEPS TO COMPLETE THE CREDENTIALING PROCESS**

### **1. Sign Up for an Opportunity**

Sign up for a coaching opportunity through our Volunteer Portal, [www.HoCoVolunteer.org](http://www.HoCoVolunteer.org)

Scroll to the bottom of the page to see a full listing of current volunteer opportunities. Click the “Sign Up” button next to the desired opportunity. (For new coaches, create an account. For returning coaches, log into your existing account.)

## **BACKGROUND CHECK**

### **2. Background Check**

Initiate the background check process by clicking the “Request Background Check” button on your volunteer profile dashboard at [www.HoCoVolunteer.org](http://www.HoCoVolunteer.org). (Full legal name, valid SSN and Date of Birth must be accurate on your volunteer profile to avoid delays when initiating the background check).

For those who are using a mobile device, scroll to the bottom of the screen and click “More” to locate the “Request Background Check” button.

Please note that background check results typically take 5-14 business days to be returned to our office.

All applicants over 18 years of age must undergo a background check to ensure the safety and security of our youth athletes. (Returning coaches and administrators are subject to an annual background check.)

Background checks are completed through our online secure site, and a satisfactory result is required.

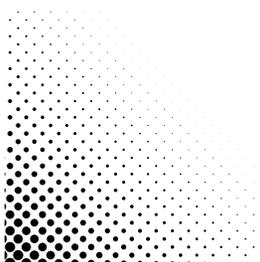
Certain offenses and dispositions within the past five (5) to seven (7) years may impact eligibility. If you have questions regarding background checks, email [coaches@howardcountymd.gov](mailto:coaches@howardcountymd.gov).

## **PROFILE PICTURE**

### **3. Upload a Headshot**

Upload a headshot (from the shoulders up) to your profile dashboard at [www.HoCoVolunteer.org](http://www.HoCoVolunteer.org).

This photo will be placed on your Coaches and Administrators Registry badge, which is required to be worn while coaching.





# CONCUSSION IN SPORTS

## 4. Complete "Concussion in Sports" Course

Complete the "Concussion in Sports" course through NFHS Learn at <https://nfhslearn.com/>.

Upload the completion certificate to your profile dashboard at [www.HoCoVolunteer.org](http://www.HoCoVolunteer.org) under "My Attachments".

# CPR/AED/ FIRST AID

## 5. Complete National CPR Foundation's CPR/AED/First Aid Course

Complete the CPR/AED/First Aid course through the National CPR Foundation at <https://ncprf.com/fevep>

Upload the completion certificate to your profile dashboard at [www.HoCoVolunteer.org](http://www.HoCoVolunteer.org) under "My Attachments".

**Sharing the CPR Course link is prohibited. Unauthorized use by those not coaching may result in a payment obligation for the course.**

# PYAC

(Protecting Youth Athletes for Coaches)

## 6. Complete "Protecting Youth Athletes for Coaches" Course

Complete the Protecting Youth Athletes for Coaches course through the National Alliance of Youth Sports at: [NAYS | National Alliance for Youth Sports](#).

Upload the completion certificate to your profile dashboard at [www.HoCoVolunteer.org](http://www.HoCoVolunteer.org) under "My Attachments".

# COACHES ID BADGE

## 7. Receive your Coaches ID Badge

Once your ID badge has been printed, you will receive an email notification.

Contact your Program Supervisor to arrange ID badge pick up by visiting our [Recreation & Parks Contact Page](#).

ID Badges are printed when all credentialing steps have been completed. ID Badges are given to Program Supervisor so they can coordinate distribution with coaches directly.

# ADDITIONAL INFO.

## Additional Information

If you have questions regarding specific leagues or programs, visit our [Recreation & Parks Contact Page](#) and connect with your Program Supervisor.

By following these steps, you will help ensure a safe and positive environment for all youth athletes in Howard County. Thank you for your commitment to coaching excellence!

