



## **PAPERWORK REQUIREMENT INSTRUCTIONS**

When ever possible we prefer forms be completed and emailed back to us. Please note the requested file save names for each piece of paperwork you need to submit.

Application Form: Basic form to enroll into the training session.

### **File Save Name: Application Form**

Where the form asks for BlazeSports membership number; leave this blank. BlazeSports staff assigns this number to you, and it will be your membership number as long as you maintain your CDSS Certification.

Where the form asks for Agency and Job Title: If you are a student put the college and “student”. If you are a professional please put your company/organization name and your specific job title

Direct Service Verification Forms: Field based experience form that identifies your experience and requires signatures of supervisors. These signatures are mandatory. This form helps to determine the level of certification you will be assigned.

### **File Save Name: DS Verification Form**

Form labeled Short Term: use this form for any short term field based experience (ie: 1 sport season, a semester long internship, volunteering for a one weekend event)

Form labeled Long Term: use this form for any long term field based experience (ie: a year round sports program, full time employment, continuous volunteering for a year or more)

CPR/First Aid Certification: Required for Level II participants. If you are applying to be a Level II you must submit a copy of your certification. Without a copy of your current CPR/FirstAid you will not be eligible for Level II certification.

**File Save Name: CPR/FirstAid**

SafeSport Certification: Required for all CDSS participants. Follow this link to the SafeSport online certification course. You must submit a copy of your certificate.  
<http://safesport.org/take-the-training/> (register as a new user and select the Safe Sport Course – you will then be directed to the course page)

**File Save Name: SafeSport**

Resume: Submit a current copy of your resume.

**File Save Name: Resume**

Transcript/Certifications: Submit a copy of your school transcripts completed or in progress if still a student. If you have any credentials (ie: CTRS, Physical Therapy, ect) please submit copies of those as well.

**File Same Name: Transcript/Credentials**