

Checklist for Coaching Credentials & Requirements

In order for you to coach in The Parma City Schools, the following are **required by the State of Ohio, Department of Education and the Ohio High School Athletic Association:**

Step 1. Fingerprinting – Fingerprinting is done at our Central Office located at 5311 Longwood Avenue. in Parma. Please call Tammy at 440-885-8779 to schedule an appointment for fingerprinting and to fill out paperwork. The fee for processing your BCI/FBI fingerprinting is **\$46.00**. Please make your check payable to **“Parma City Schools”**. Be sure to bring a valid Ohio driver’s license in order to be fingerprinted. When getting fingerprinted make sure to ask the person to check the box under Reason Fingerprinted “Send to Teacher Cert”.

*If you have been recently fingerprinted for any other licensure you may not need to get fingerprinted again. Please speak with Tammy and she will be able to advise you.

Step 2. First Aid & Safety Course - An on-line version of First Aid for Coaches is available at:

www.nfhslearn.com. A list of courses offered by county can be found online at:

<https://dnet01.ode.state.oh.us/Core2/ODE.CORE.pupilactivity.public.ui/pacProviderLookup.aspx>

This course will have to be taken every 3 years.

Step 3. CPR Certification – You must be certified in CPR. Please have a discussion with the Athletic Director hiring you about an available CPR course or an on-line version of CPR for Coaches is available at: www.cpraedcourse.com.

This course will have to be taken every 2 years.

Step 4. Fundamentals of Coaching Course – All coaches, paid or volunteers, in grades 7 through 12 in Ohio are required to take the NFHS Fundamentals of Coaching course as a **one-time** fulfillment.

To register for the on-line version of The Fundamentals of Coaching course:

Go to www.nfhslearn.com and log onto the site.

Online courses cost **\$65.00**.

Step 5. Concussion Course – Effective 4/26/13 all applicants for the Pupil Activity Permit must complete a Concussion Course before applying for the permit. An on-line course is available at:

www.nfhslearn.com. There is no charge for this course. This course will have to be taken every 3 years.

Step 6. Sudden Cardiac Arrest Course

Effective with the 2017-2018 school year this course must be taken at the following website:

ODE-<https://education.ohio.gov>

This course will have to be taken every year.

Step 7. Pupil Activity Supervisor Permit – Upon completion of the First Aid & Safety Course, the CPR Course, the Fundamentals of Coaching Course, the Concussion Course, the Sudden Cardiac Arrest Course and the fingerprinting, **you must** complete the Pupil Activity Supervisor Application Form On-line at ode.state.oh.us. At that site you will create a Safe account, apply for the permit and pay the application fee. You will be able to apply for a permit of 3, 4 or 5 years depending on your teaching license.

Once you receive the GREEN license in the mail from ODE, return it to the Athletic Office where you are employed immediately.

At the completion of any course please e-mail the completion certificate to allenickd@parmacityschools.org.

A coach cannot work with a team or be around children until their permit has been issued and they are Board of Education approved.

ALL CERTIFICATIONS MUST BE COMPLETED AND YOUR PERMIT MUST BE ISSUED AT THE TIME YOUR COACHING SEASON BEGINS OR YOU SALARY WILL BE PRORATED.

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