

Checklist for Coaching Credentials & Requirements (Revised 2.1.21)

In order for you to coach in The Parma City Schools, the following certifications are **required by the State of Ohio, 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. This course will have to be taken every 3 years.

Step 3. CPR/AED Certification – You must be certified in CPR/AED. You may take an in-person class with our Athletic Trainer or any other approved CPR course OR you may take the course in an on-line version of CPR for Coaches at: www.cpraedcourse.com. This course will have to be taken every 2 years.

Step 4. Fundamentals of Coaching Course – All coaches are required to take the NFHS Fundamentals of Coaching course one-time in career. Go to www.nfhslearn.com to complete the course. Cost is **\$65.00**.

Step 5. Concussion Course – All applicants for the Pupil Activity Permit must complete a Concussion Course before applying for the permit. A free on-line course is available at: www.nfhslearn.com. This course will have to be taken every 3 years.

Step 6. Sudden Cardiac Arrest Course – This free course **MUST** be taken on the ODE OH/ID website and is required yearly. ODE- <https://education.ohio.gov> **The NFHS Sudden Cardiac Course does NOT count.**

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 OH/ID 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 teaching license.

Step 8. NFHS Covid Training Course- Each coach must complete the COVID education training course for coaches and administrators on the NFHS website. www.nfhslearn.com

Step 9. Public School Works Training – The Human Resources Department will send every coach an email reminder of what Public School Works training must be completed each year. The training must be completed within 30 days after you receive the first paycheck for the sport. Teachers in the PCSD already complete these certifications annually. Email or print hard copy of each cert and send to A.D.

- **Title IX: Discriminatory Harassment**
- **Ohio Policies and Procedures -**
- **Preventing Child Abuse and Human Trafficking**
- **Depression and Suicide Prevention**
- **Bullying Prevention**
- **Prevention of Mental, Emotional and Behavioral Disorders in Students**

At the completion of any certification course, please e-mail all the completion certificate to madisonry@parmacityschools.org. Please keep a digital or hard copy for your records.

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.