

## ON-LINE CLASSES THAT COACHES NEED TO TAKE

- ❖ Need to go to the high school and see Melissa Snyder in the Board Office to get fingerprinted, and get an FBI/BCI background check
- ❖ **NEW coaches (only)**
  1. Go to: <https://safe.ode.state.oh.us/portal/>
  2. Create a “safe account”
  3. Follow the prompts to set up your new account
- ❖ **Fundamentals of Coaching**
  1. Go to [www.nfhslearn.com](http://www.nfhslearn.com)
  2. Make sure you take the online class “Fundamentals of Coaching”. **Don’t** take Fundamentals of coaching soccer or basketball
  3. This is a one-time class
  4. Cost is \$65.00
  5. After you have finished taking the course, I will need a copy of the certificate
  6. Turn in the receipt that you took the class, and you will get reimbursed
- ❖ **Concussion**
  1. Go to [www.nfhslearn.com](http://www.nfhslearn.com)
  2. Take the on-line “concussion in sports” class
  3. There is not a charge for this class
  4. When finished taking the course, I will need a copy of the certificate
  5. This class needs taken every 3 years
- ❖ **CPR**
  1. Go online to: [www.redcross.org](http://www.redcross.org)
  2. Click “find a class”
  3. Look for on-line classes
  4. Adult First Aid/CPR/AED online is \$25.00
  5. Adult CPR/AED online is \$25.00
  6. Take **ONLY ONE** of the classes, just showing classes that are \$25.00
  7. CPR is good for 2 years, then needs to be renewed
  8. I will need a copy of the certificate that you took the course
  9. I will need copy of the receipt that you took the class, so you can get reimbursed
  10. **Don’t take a class that is more than \$25.00, you will only be reimbursed for \$25**
- ❖ **Sudden Cardiac Arrest Training – (Lindsay’s Law)**
  1. Go to your “safe account”
  2. Go to “Learning Management System” on the home screen of the safe account
  3. Watch the video
  4. Take the quiz
  5. Click “awards”
  6. Print certificate when finished, I need a copy of that certificate
  7. This class needs taken every year

❖ **Pupil Activity Permit**

1. Go to [www.nfhslearn.com](http://www.nfhslearn.com)
2. Click on Courses
3. Drop down to – “First Aid, Health & Safety for coaches”
4. Select State of Ohio
5. Will tell you to register for the \$45.00 fee with a credit card
6. Take the on-line class
7. When finished (*very important*) – sign into your “safe” account
8. <https://safe.ode.state.oh.us/portal> - safe account website
9. If you don’t have a “safe” account, sign in and create an account, *remember* the *passwords* that you create
10. You have to “apply” for your 3-year or 5-year pupil activity certificate
11. Go to the listing of 3-year pupil activity and click on the money sign, there is a charge of \$45.00 to apply for your certificate. Put in your credit card information, Triway IRN# 050591.
12. You should receive an email with your \$45.00 receipt, I need a copy of that for you to get reimbursed
13. The Superintendent has to electronically sign your application
14. After the Superintendent signs the application, then Columbus approves and generates the certificate. The certificates are now automatically emailed to me.
15. The certificate will only print if all of the above classes have been taken

- ❖ You need to give me certificates as you take your classes. Mr. Schindewolf is not going to sign off for your pupil activity permit certificate until he can see that you have completed all of your other required coaching classes.
- ❖ In order to receive a check for your coaching responsibility, all of the above has to be done and up to date; otherwise your coaching check will not be issued.
- ❖ I keep a spreadsheet with all of your information and when your classes expire
- ❖ It is your responsibility to check with me before your season starts to see if you have classes that have expired.
- ❖ All classes should be finished before your season starts.
- ❖ Any questions or concerns please email me @ [trwy\\_davenpo@tccsa.net](mailto:trwy_davenpo@tccsa.net) or call me @ 330-264-8685.
- ❖ All paperwork and receipts for reimbursements need to be given to me.
- ❖ When finished with your coaching season, the “completion of duty” form should be given to me, I will get the needed signatures and I also approve your completion of duty form.
- ❖ Volunteer coaches need all the above classes also.

Thank You  
Sheila Davenport – Athletic Secretary