



# Kenton High School

## Athletic Department

### Hiring Process for Extra-Curricular Activities

Congratulations on being recommended to the Kenton Board of Education! Though nothing is final until board approval, there are a few items that must be in motion prior to working with any student athletes. With being a coach at Kenton High School, you are part of an elite family. As a part of the Kenton City School District you are a role model and represent our tradition of excellence both on and off the field of play. Congratulations, as it is a priority to continue our culture of champions here at Kenton with outstanding people such as yourself.

Checklist:

- \_\_\_\_\_ 1. Completed CPR
  - A. [www.cpraedcourse.com](http://www.cpraedcourse.com) **OR**
  - B. Attend CPR training session at date TBT  
Completion Date: \_\_\_\_\_
  
- \_\_\_\_\_ 2. Completed Sports Medicine (**named First Aid for Coaches through NFHS**)
  - A. [www.NFHSlearn.com](http://www.NFHSlearn.com) **OR**
  - Completion Date: \_\_\_\_\_
  
- \_\_\_\_\_ 3. Completed Fundamentals of Coaching
  - A. [www.NFHSlearn.com](http://www.NFHSlearn.com) **OR**
  - Completion Date: \_\_\_\_\_
  
- \_\_\_\_\_ 4. Concussion Certification
  - A. [www.nfhslearn.com](http://www.nfhslearn.com) **OR**
  - B. [www.cdc.gov](http://www.cdc.gov)
  - Completion Date: \_\_\_\_\_
  
- \_\_\_\_\_ 5. Completed Pupil Activity Permit Application (instructions on the last page)  
**OR**  
Completion Date: \_\_\_\_\_
  
- \_\_\_\_\_ 6. Sudden Cardiac Arrest “Linsday’s Law”. (instructions on the last page)  
Completion Date: \_\_\_\_\_
  
- \_\_\_\_\_ 7. Completed Background Check. (instructions on the last page)  
Completion Date: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

# Kenton High School

## Athletic Department

### ODE Application and Background Check Instructions

The Ohio Department of Education (ODE) applications are on-line only. Please follow the instructions below to obtain your Pupil Activity Permit.

#### **Create a SAFE account with the Ohio Department of Education (if you do not already have one).**

- This can be done by going to the following link: <https://safe.ode.state.oh.us/portal/> and signing up for an account.
- You will need to scroll down to read the agreement and supply your driver's license, date of birth and social security information. If you do not have a work phone number, you can use your building phone number or athletic office phone number.
- ODE will send a confirmation email at the address you provide that will give you information on how to set up your password to log in.
- You will need to remember the username and password you set up in order to check any information regarding your permit, background check, payments and expiration dates.

#### **Check if your FBI and BCI checks need updated for a new or renewed activity permit.**

- Once you have set up your account, you can log into SAFE account
- Click to the ODE.CORE (Online Licensure System).
- Click Educator Profile to find your account.
- Enter your first name and last name to retrieve your information.
- When your demographic information is brought up, please note and record your State ID number since you will need this number if you are **renewing** your pupil activity permit.
- Click BCI/FBI in the blue box on the left side of the screen.
- You will need both the BCI and FBI check if you have never had a background check before in Ohio.
- If your most recent FBI check date is more than five years old, you will need to update these records.

#### **Renew your activity permit online.**

- Click the back arrow until you get to the screen titled "ODE Connected Ohio Records for Educators".
- Hover over the words "My Educator Profile" next to the apple under Educator Licensure.
- Click "My Information" and update this information. Please note that you cannot renew or apply for your activity permit without this information being updated first.
- Click "My Educator Profile" on the top left and then click on "My Applications" to renew or apply for your activity permit.
- A few tips when filling out your online application: Please use 2017 as the effective year. And lastly, you will need credit card information for online payment.
- Please also remember to submit your final online application. Your application will then be electronically sent in an email to our Administrative offices for review and approval before your new or renewed activity permit is finalized. The Athletic Department will send you a copy of your pupil activity permit once it arrives to our office.

#### **Sudden Cardiac Arrest -or- "Lindsay's Law"**

- Log on to your "SAFE" account through the ODE website (<http://education.ohio.gov/>)
- At the "my home" page, click on LMS - Learning Management System (you will be navigated to an external site)
- On the right side you will see mid way down the page a section labeled "My visual course list" click on "coaches sudden cardiac arrest training"
- Follow the instructions provided, watch the SCA video, take the test, and print the certificate