

ST. MARYS MEMORIAL

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St. Marys, Ohio 45885

Phone: 419-300-1452 Fax: 419-394-1932

Jim Hollman

Athletic Director

Jim.Hollman@smriders.net

Leslie Laman

Secretary

Leslie.Laman@smriders.net

TO: Coach: _____ Sport: _____
FROM: Jim Hollman
RE: Coaching Certification Required

Each coach or activity sponsor shall hold a valid Pupil Activity Supervisor Permit issued by the State Board of Education, a valid CPR Certificate, Coaching Fundamentals & Concussion Certificate

Requirements: (details on following pages for each item needed below)

St. Marys Memorial Athletics	
<input type="checkbox"/> 1) FINGERPRINTING	BCI— First time coach FBI— Every 5 years
<input type="checkbox"/> 2) CREATE SAFE account (online)	NO COST (be sure to keep your login-username and password; you will need it when applying for PAP certificate)
<input type="checkbox"/> 3) CONCUSSION Certification <input type="checkbox"/> 4) Sudden Cardiac Arrest— Lindsay's Law (Online)	NO COST (must renew before applying for PAP certificate) Renew every year
<input type="checkbox"/> 5) Fundamentals of Coaching Class Online ONLY (one time class)	\$65
<input type="checkbox"/> 6) Pupil Activity Permit- First Aid, Health and Safety for Coaches Class	\$45 \$15 for each year additional with teaching permit
<input type="checkbox"/> 7) Call the Athletic Office @ 419-300-1452 & make an appointment, bring all your certificates—Concussion, Fundamentals of Coaching, First Aid, etc.	Appointment Date: _____
<input type="checkbox"/> 8) Create myohsaa account— certification #'s and Expiration dates of: PAP/CPR/Concussion/Lindsay's Law	
<input type="checkbox"/> 9) CPR Certification— Date: _____ Time: _____	\$10
<input type="checkbox"/> 10) Once all is complete, please turn in a copy of your Certificates to Mrs. Laman or Mr. Hollman	

DETAILS

1. Fingerprinting— After Mr. Hollman recommends you to the Board of Education for your coaching supplemental, Mindy Thiebeau, Superintendent Secretary, will be contacting you for fingerprinting.

Mindy Thiebeau 419-300-1453

Mindy will need the following information from you:

- Address
- Email Address
- Phone Number

Please bring valid Ohio driver's license when you go to complete fingerprinting.

2. Create SAFE Account (online)

This account will allow you to take the online courses for certification. (after creating your account, it usually takes 24 hours for information to process.)

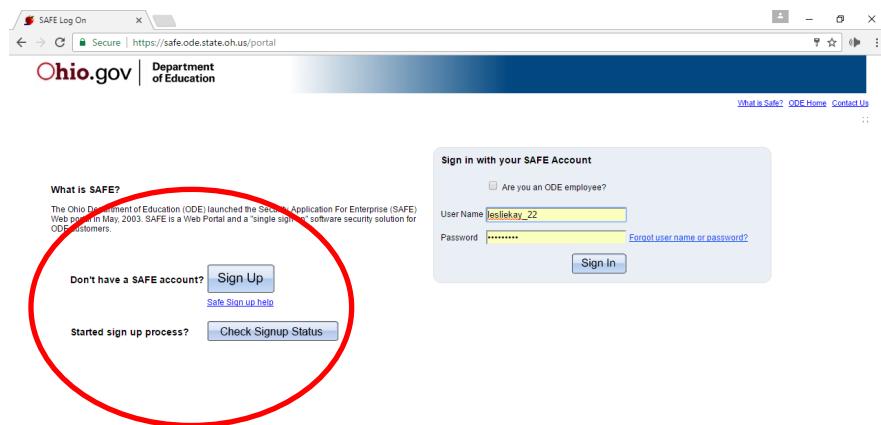
Go to: <http://education.ohio.gov/>



Click on SAFE (as shown above)

2. Create SAFE Account (online) cont.

This screen will pop up...click on **Sign Up** if you have never created an account. Remember to keep your log in information.



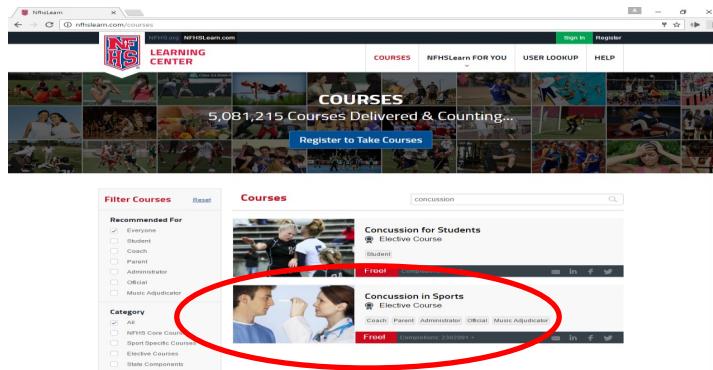
Follow the screen instructions to sign up. You will get an email confirmation, please check your email and follow the instructions.

After checking your **email** and clicking on the link, your screen will show a confirmation.

REGISTER on the www.nfhslearn.com page before beginning the following certification. Then click on “courses” to access the classes.

3. Concussion Certification— complete online & print out certificate for AD

Once you’re logged in you will see a “**Search for Courses**” search bar, type in “Concussion” and press enter. **Concussion in Sports** is the course you will need to complete. A certificate of completion may be printed out upon successful completion of the training.



4. Sudden Cardiac Arrest– Lindsay’s Law (Online)- renew every year

For those coaches who have a Safe Account on the ODE website.

1. go to the **ODE website** (type ode.state.oh.us)
2. Top of the page **click "SAFE"**
3. Sign in with your SAFE account
4. **Click** on "Learning Management System"
5. **Click** "OK"
6. Upper right - **click on "Course Catalog"**

It should get a line under it when cursor is on it.

7. **Click** - "Coaches Sudden Cardiac Arrest Training: Curriculum and Assessment"
8. In the pink bar on the right click - "**Log in**"
9. In the Orange bar **click "Launch Course"**
10. Under "Getting Started" **click "Quick Start"**
11. Getting Started **click - Introduction to Lindsay's Law..."**
12. **Click** the right arrow at either the top or bottom of the page.

Then follow directions to download certificate. Add the Expiration date into Myohsaa.

Be sure to use the information sheet to help you with the quiz. It does help you pass more so than the video.

For those coaches who do not have a SAFE account (I believe everyone who does coach for us has a SAFE account, which they get for PAP) all they need to do is watch the video and sign the attachment below then bring/send to Leslie in the office.

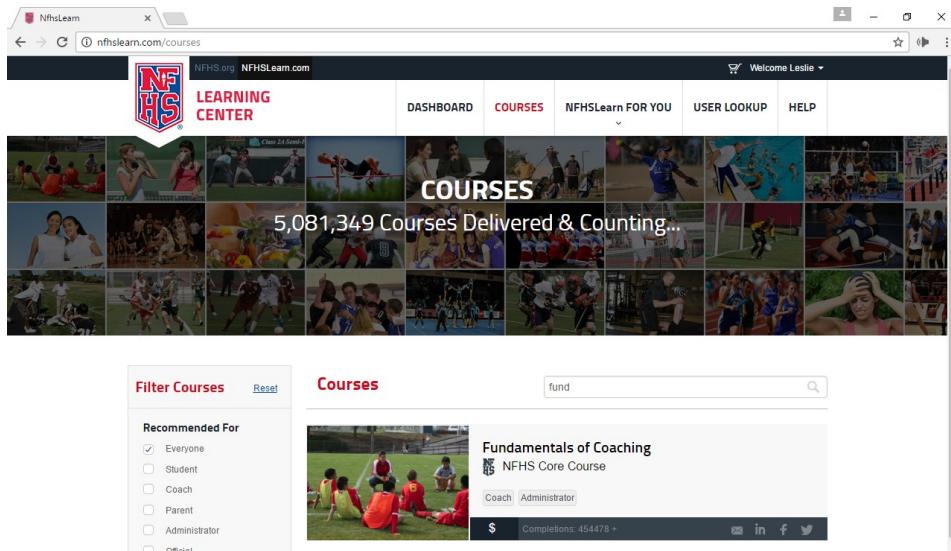
5. NFHS Fundamentals of Coaching Class (one time class) \$65.00 fee

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 purchase and register for the online version of Fundamentals of Coaching course:

Go to www.nfhslearn.com, search for Fundamentals of Coaching.

You will then be able to complete the course. There are 6 chapters to this course. Find a comfy spot, it might take you a little bit. :)



6. Obtain a Pupil Activity Validation Permit approved by the Ohio Department of Education — renew every 3 years.

The Ohio Department of Education will issue a Pupil Activity Supervisor Permit upon evidence of successful completion of:

6. Pupil Activity cont.

- 1.) A nationally recognized first-aid training program as designated on the approved list provided by the Ohio Department of Education.....our League (**\$45 Fee**) will be offering such a class on

Date: _____ Location: _____ Time: _____

OR

- 1B.) If you cannot make the class offered above, please refer to other class options at link provided below. A list of courses offered in person by county can be found online (cost will vary):

<https://core.ode.state.oh.us/CORE3/ODE.CORE.PPA.Public.UI/>

OR

- 1C.) Online option, Go to www.nfhslearn.com, click on courses, register an account and search the Ohio required courses - \$45.00. The class is called "First Aid, Health and Safety for Coaches"

OR

- 1D.) A college or university course on the health and safety of participants in a pupil activity program as approved by the Ohio Department of Education.

7. Call the Athletic Office @ 419-300-1452 & make an appointment, bring all of your certificates -- Concussion, NFHS Fundamentals, NFHS First Aid (if completed online) to complete PAP application from ODE. Be sure to bring your SAFE Account information.

If you have any questions along the way don't be afraid to call Leslie Laman or myself.

8. Create myohsaa account– (myohsaa.org)

**Please input your Certification numbers and Expiration dates of:
PAP, CPR, Concussion and Lindsay's Law**

If you haven't received a link from Mr. Hollman, please let him know.

9. CPR Certification

Additionally, the ODE requires all coaches and pupil activity advisors, as defined above, to hold and maintain a current, valid cardiopulmonary resuscitation (CPR) training course certificate. Depending upon the sponsor organization, the CPR Certificates are valid for one or two years. Please note, only CPR certificates that have been awarded through participation in an American Red Cross or an American Heart Association class are accepted.

Contact the Athletic Office for classes being offered at the HS.

Leslie Laman 419-300-1410

Jim Hollman 419-300-1452

Your PRIVIT account will be set up by Mrs. Laman. If you have any questions regarding PRIVIT, please contact Mrs. Laman or Mr. Hollman.

Use this link: <https://stmarysroughriders-oh.e-ppe.com>