

How to get a coaching license---step by step

1. Complete your Fingerprints (good for 5 yrs.)---Fingerprints can be done at the Knox County ESC (do NOT get your fingerprints done anywhere else). The address is: 308 Martinsburg Road in Mount Vernon. You need to get your FBI & BCI fingerprints done. Phone number at the East Knox ESC is: 740-393-6767. They do fingerprints from 8 AM-3 PM Monday-Friday, but you need to CALL to set up an appointment FIRST. Cost: \$60.

Note: If you are getting your fingerprints renewed and have not moved out of the State of Ohio (or changed jobs) in the past 5 years, you will only need to get your FBI prints done, so it will be a little cheaper. However, if you are a NEW employee, you must get BOTH sets of fingerprints done.

2. First Aid Certificate (good for 2-3 yrs.)---You can get this online at NFHSLearn.com for \$45, BUT the FREE way is to do this through our school nurse, who does this for our staff members. Contact the Athletic Director for information.
3. CPR (good for 1-2 years)----Similarly, you can get this from the Red Cross or American Heart Association (you CANNOT do CPR online, and it won't be accepted), but all of those choices cost you money. My suggestion would be that you take it with the nurse here at school. Contact the Athletic Director for dates/times.
4. NFHS Fundamentals of Coaching (Lifetime)---to get this, you must create an account at NFHSLearn.com, and look for the class. It lasts 4 hours, and I believe costs \$65. Done once, you never have to do it again.
5. Concussion Training (good for 3 yrs.)----This is also done on NFHSLearn.com, and is a 30 minute course on concussions in sports. It is a FREE course, and must be re-done every 3 years. Do NOT do the Concussion Training on other sites...use NFHSLearn.com ONLY.
6. Lindsay's Law Certification (1 year)---This is done last, after the others have been completed. You do this by creating an account on a site called "OHID", which is also where you will eventually apply for your coaching license. Upon logging in, do the following steps
 - a. Hit "sites & applications"
 - b. Add "Learning Management System" as an application for you
 - c. Once added, click "Go to Site" under the Learning Mgmt. System.
 - d. At the top right, you will see "Course Catalog". Click it.
 - e. Scroll down and find the Lindsay's Law link. Click it.
 - f. It may ask you to "Log in to enroll". Do so.
 - g. That may take you back to the course catalog page. Just scroll down and click the Lindsay's Law link again.
 - h. Top right you should see "Launch Course". Click that and it will start.

- i. Complete the course and quiz, and save/print the completion certificate and make sure that the Athletic Director gets a hard copy of it.
7. ONLY if you are NOT an employee of the school district, you will need to fill out a classified application and turn it in to the Athletic Director as well. The school classified application can be found here:
<https://www.ekschools.org/cms/lib/OH01001236/Centricity/Domain/454/Application%20for%20Non-teaching%20employees.pdf>

Reminder, for ALL of these steps you must get proof (receipt from fingerprints, completion certificate from the other things) as these hard copies MUST be put in your personnel file by state law. No physical proof = no coaching license.

FINAL STEP---Getting the actual coaching license (Pupil Activity Permit)

So after all of this has been done, you can order a coaching license. You CANNOT order a coaching license until ALL of these steps are completed and the Athletic Director/Treasurer has all of the hard copies in your file at the Board Office.

Here is how you order a coaching license (Pupil Activity Permit):

1. Go to your OHID Account and login.
2. Go to "Sites & Applications"
3. You should have "Educator Licensure and Records (CORE) as an app there...if not, scroll down and search for it and add it to your site.
4. Once you have the CORE app added, click the link below it that says "Go to Site"
5. You may have to create your state educator ID. Do so if needed.
6. Once in, look for the button that says "apply for NEW credential". Click it.
7. When you get to the section that prompts you to search for Superintendent you will need the number **047845**.
8. Follow the directions page by page. Eventually, you will need to pay for your license with a credit card. Cost is between \$35-\$55 depending on how long your license goes (there are options from 3, 4, 5 years).
9. Once you have paid for your license, our Superintendent will be notified to sign off on your license application. When the Superintendent does that, it will usually take one to two weeks to get a license from the State.
10. When you get confirmation that your license has been approved by the State, make sure the Athletic Director gets a hard copy for your personnel file.
11. After the license has been issued you will be added on the agenda to be Board approved at the next Board meeting.
12. Once you have been Board approved, the Treasurer will mail out an employment contract and payroll packet, which needs returned to the Treasurer ASAP.

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