



INSTRUCTIONS TO GET STARTED FOR THE '24-25 PLATFORM

1. Go to www.coachestoolchest.com
2. If you are a returning user, click the orange "Login" button to enter your username and password. Your username is your email address.
3. If you are a new user, click the gray "Sign Up" button.

Both the "Login" button and "Sign Up" button are located at the top of the webpage.



4. Once registered or logged in, click on the "Get Certified" button as pictured here to complete the training/assessments.



5. Once completed, download your certificate and send it to the athletic office. Your school may have linked your CTC account with your Final Forms account - if so, the certificate will be automatically uploaded to your Final Forms account. In order for this link to work, the user name for your CTC account must match the email address associated with your Final Forms account.

FREQUENTLY ASKED QUESTIONS ABOUT COACHES' TOOL CHEST

1. What is Coaches' Tool Chest (CTC)?

- CTC is a web based certification program fully approved in the State of Ohio by the Ohio Department of Health (ODH), the Ohio Department of Education (ODE) and the Ohio Department of Mental Health and Addiction Services to provide Ohio coaches with one location to complete all coaching certification requirements to obtain or maintain your Pupil Activity Permit. This includes First Aid, CPR, Sudden Cardiac / Lindsay's Law, PBIS Professional Development and Mental Health Training. Additionally, CTC is an approved alternative to the Coaching Fundamentals requirement by the Ohio Department of Education.

2. What is the cost of CTC?

- \$49/year per coach. We do offer all school discounts. For more information on discount pricing see contact information below under "Questions".

3. Why would a veteran coach take an annual course when the old method is good for more than one year or a coach can do a course or 2 at no charge?

- **Simply put - your most valuable resource is your time!**
- Our course offers a coach the ability to get refreshed information, updated and current topics that provide real life strategies.
- Our course is written BY COACHES FOR COACHES!
- 98% of the almost 26,000 coaches who have used CTC agree this is a better way to complete the required coursework AND do it in less time.

4. Why are over 500 school districts in the State of Ohio using CTC?

- It saves coaches and athletic staff time
- One place coaches need to go each year to meet requirements to coach
- No more tracking of staggered expiration dates
- Quality, updated professional development for our coaches
- Everything we teach is meant to be actionable and useful for a coach

5. How long does CTC certification take?

- For most coaches, it will take about 75-90 minutes to complete the entire course.

6. How long is the certification good for?

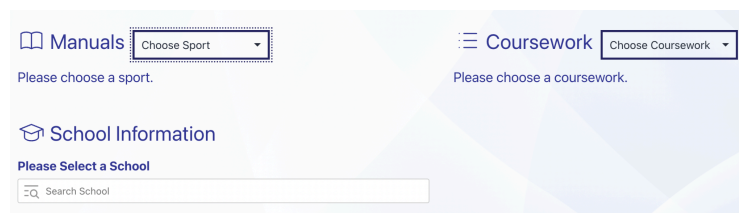
- The certification is good from the time of completion until June 30th of the school year for which the certification was completed. The platform rolls over to the following year on April 1st (so April 1, 2024 the course is good through June 30, 2025).

7. Will I still need to apply/renew my PAP?

- Yes, CTC provides the coursework to then apply for your Pupil Activity Permit as needed (every 3,4 or 5 years).
- **NOTE- you MUST upload your CTC Certificate to your PAP application via OHID (this is new as of 10/2/23). Quick reminder how to do that:**
 - Login to OHID Account
 - Go to the main home page in the CORE APP
 - Go to My Documents and click 'Click to View +'
 - Click 'Upload Documents'
 - Select 'Other Document'
 - Attach your Coaches Tool Chest Certificate

8. What else does the platform do other than certify coaches?

- Gives coaches access to AED locations for other schools
- Emergency response and contact information by school
- OHSAA sport specific handbook/bylaw reference information (searchable)



QUESTIONS?

Email info@coachestoolchest.com or call 513-378-4445