



WORTHINGTON SCHOOLS COACHING REQUIREMENTS

New Worthington Coaches 2024-2025 School Year

Welcome to Worthington! We appreciate your commitment and dedication to our students and their athletic programs.

Human Resources Contacts -

Wolves coaches - Laura Keating - lkeating@wscloud.org - 614-450-6026

Cardinals coaches - Karen Holt - kholt@wscloud.org - 614-450-6090

In order to coach in Worthington you will need to have the following:

1. **BCI/FBI background check**
2. **Pupil Activity Permit (PAP license) issued by the Ohio Department of Education (requires Coaches' Tool Chest Certificate)**
3. **Official clearance through Worthington Human Resource Department**

The first step is to complete a BCI/FBI background check.

Make an appointment with the HR Office for fingerprinting. [Access appointments here.](#)

Your appointment will be at the Worthington Education Center (WEC),

200 East Wilson Bridge Road, Worthington, OH 43085. When you come for your appointment, please bring the following:

- ~ \$50 fee for BCI/FBI background check -- Debit/Credit Card
- OR - Check/Money Order - payable to Worthington Schools.

We CANNOT accept cash.

~Driver License

* If you have already completed a BCI/FBI background check within the last year, reach out to your HR Contact to determine if it meets the requirements needed for coaching. ODE must have your BCI/FBI results on file before you can proceed with your PAP license.

The second step is to obtain your Pupil Activity Permit.

A. Complete coursework requirements:

After your BCI/FBI results are received (and clear) Worthington will provide a one-time use "Discount Code" to you so that your cost for the training through Coaches Tool Chest will be \$19. Codes are available from your HR contact.

Worthington Schools uses Coaches' Tool Chest* to complete **your coaching training** classes in one program. This annual training program provides comprehensive instruction in: CPR**, Fundamentals of Coaching, Concussion in Sports, First Aid for Coaches (aka, PAP Class), Sudden

Cardiac Arrest/Lindsay's Law, Positive Behavior Intervention and Supports (PBIS), and Mental Health Training.

*See Instructions regarding navigating the Coaches' Tool Chest program below.

**If after taking the online CPR section of the Coaches' Tool Chest training, you would feel more prepared for CPR by taking a full class/hands-on training, you have the OPTION to utilize additional training offered by OhioHealth. These virtual classes include an in-person "skills test" and are offered to our coaches at no cost. [Access the schedule here.](#)

When you have completed your Coaches' Tool Chest training, you will have access to your certificate of completion. Please email that certificate to your HR contact.

B. Applying for the license through the Ohio Department of Education (ODE):

In addition to completing the training classes, you must [establish an account](#) with the Ohio Department of Education and apply for your [Pupil Activity Permit](#).

- Select "new permit" if this is your first permit, otherwise select "renew permit."
- You will need to upload your Coaches' Tool Chest certificate to your account. (Instructions are on page 4 of this document.)
- When applying for your PAP license, use the [Worthington Schools IRN - 045138](#) for the Superintendent's signature.
- Worthington Schools will be notified that you have applied and we will give our approval to ODE. ***IF...*** your *BCI/FBI Background check results are clear*; you have completed and uploaded your Coaches' Tool Chest Certificate to the application; and *emailed a copy of your Coaches' Tool Chest Certificate* to your HR contact.
- ODE will then review your application and ISSUE your Pupil Activity Permit.

The third step is Worthington HR approval to begin coaching.

When all of this is complete and the *PAP License is ISSUED by ODE*, you will be cleared to begin working with the team. Your HR contact will email you, your head coach, and your Athletic Director.



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 of these buttons are located at the top of the webpage.



When registering, enter the individual discount code that was provided to you by your Human Resource contact. This will bring your price for the training to \$19 each year.

Coach Subscription - \$49/year

Enter Discount Code

Subscriber Information

First Name Last Name

Account Email Create Password

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



5. When you have completed the coursework, **download your certificate and send it to your HR contact.** Your CTC account may be linked 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. *Please send the certificate to HR either way.*

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 is the standard cost. *Worthington has purchased the training “in bulk” so the price will be \$19 for our coaches.*

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, in 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 training taken on or after April 1, 2024, will be 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 on 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)

The screenshot displays the user interface of the CTC platform. At the top, there are three main navigation sections: 'Manuals', 'Coursework', and 'School Information'. Each section has a corresponding dropdown menu for selection. Below the 'Manuals' dropdown, there is a prompt 'Please choose a sport.' Below the 'Coursework' dropdown, there is a prompt 'Please choose a coursework.' Below the 'School Information' section, there is a prompt 'Please Select a School' and a search bar labeled 'Search School'.

QUESTIONS?

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