



WORTHINGTON SCHOOLS COACHING REQUIREMENTS

Returning Worthington Coaches

2024 - 2025 School Year

Welcome back to Worthington Coaching! 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

To continue to coach in Worthington you will need to have the following completed **BEFORE** you start working with the team for the 2024-2025 school year:

1. Complete the current year's Coaches' Tool Chest Training
2. Maintain a valid Pupil Activity Permit (PAP license) issued by the Ohio Department of Education
3. Maintain a valid background check

Coaches' Tool Chest Training

- In June of 2023, Worthington began using the Coaches' Tool Chest program for coaches to update their coaching requirements. This ANNUAL training program provides comprehensive instruction and current knowledge which is needed for you as a coach.
- By using Coaches' Tool Chest, you will no longer need to track which requirement classes need to be updated each year. Simply take the Coaches' Tool Chest training each year and receive ONE certificate to submit to Human Resources (HR).

Please note: 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 of utilizing 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.](#)

- Going forward, the Coaches' Tool Chest certification will expire each year on June 30th as listed in Final Forms. Worthington will provide a "Code" to you so that your cost for the training cost will be discounted to \$19. Codes are available from your HR contact.

Pupil Activity Permit (PAP license)

When your PAP license with the Ohio Department of Education expires (3, 4, or 5 years), you will need to submit a **renewal** for your license. The PAP expiration date is tracked in the Final Forms program. You should already have an OH|ID account with ODE. Log-in to your account and select "Educator Licensure and Records (CORE)" to access their application system.

- Select **"renew permit."** If you select "new permit", your application will be denied.
- 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 current and 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.

Background Check -

First-time Worthington Coaches will need to complete a BCI and FBI background check. As a returning coach (with no break in service), you will only need to update the FBI background check every 5 years. Your FBI expiration date is tracked in the Final Forms program. [Please make an appointment](#) with the Worthington HR office for fingerprinting.

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:

- ~ \$26 fee for FBI background check -- Debit/Credit Card
- OR - Check/Money Order - payable to Worthington Schools.
We CANNOT accept cash.
- ~Driver License

Please note - If your first background check results were delayed (mailed), you will want to complete the background check early. The results must be received before you can work with the team and it could take up to 60 days. If you have questions about this, check with your HR contact.

When all of your requirements are updated, 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.

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 CTC platform interface with three main sections:

- Manuals:** Includes a book icon, the text "Manuals", a "Choose Sport" dropdown menu, and the instruction "Please choose a sport."
- Coursework:** Includes a hamburger menu icon, the text "Coursework", a "Choose Coursework" dropdown menu, and the instruction "Please choose a coursework."
- School Information:** Includes a graduation cap icon, the text "School Information", the instruction "Please Select a School", and a search bar labeled "Search School".

QUESTIONS?

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