WORTHINGTON SCHOOLS
COACHING REQUIREMENTS
New Worthington Coaches
2026-2027 School Year

You cannot work with the team until you have clearance from the HR Contact.

Human Resources Contacts-
Wolves' coaches-Amy Lescalleet-alescalleet@wscloud.org- 614-450-6026
Cardinals' coaches- Karen Holt- kholt@wscloud.org- 614-450-6090

BCI/FBI Background Check

Already have a background check?
If you 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.

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:
  ~ Driver's License
  ~ $50 fee for BCI/FBI background check -- Debit/Credit Card
  -OR- Check/Money Order - payable to Worthington Schools
  We CANNOT accept cash.
- Results are usually available within 1-2 days. Keep in mind that it *can* take up to 30 days if the Bureau sends the results via US Mail. (This could happen because something is on your record or there is a random in-depth screening.)

Coaches' Tool Chest Training

When you have completed your Coaches' Tool Chest training, you must email a PDF of this certificate to your HR contact.

Worthington Schools uses Coaches' Tool Chest to complete all your coaching training classes in one program.

- After your BCI/FBI results are received (and clear), your Worthington HR contact will provide a one-time use "Discount Code," and your cost for the training through Coaches Tool Chest will be $19.
- 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), Ohio Fraud Reporting, and Mental Health Training.
- Coaches' Tool Chest instructions are available here.

**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 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. Check with your HR contact or your Athletic Director for a schedule.

Pupil Activity Permit (PAP)

You will apply for this license through the Ohio Department of Education (ODE)

Your duties as a public school coach fall under the category of "Educator," and you will seek licensure as a coach.

If this is your FIRST PAP license -

- Create an "OH|ID" account with the Ohio Department of Education.
  To create your account, use this link for information regarding:
  Create an OHID Account — Request an Educator State ID
  New User Profile Setup — Submit a Licensure Application (PAP)
- Apply for your Pupil Activity Permit under "My Credentials."
  ~ Select "Apply for a NEW credential" when applying.
  ~ Please note - you **MUST** upload your Coaches' Tool Chest certificate to your account in the [My Documents] section and select Mental Health Training for your permit to be issued.
  ~ When applying for your PAP license, there is a section for the Superintendent's signature. Use the Worthington Schools IRN - 045138, and we will be notified that you have applied.
  ~ ODE charges a $45 fee for a 3-year license. This is your responsibility.
- 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. This could take about two weeks.

Pupil Activity Permit - continued

If you have had a previous PAP License at ANY time in the past -

- Follow the steps for applying for the PAP license and select "Take Action on my EXISTING credential" during the process.

	If you have a CURRENT PAP license with ODE through another school district - ● Send a copy of the license to your HR contact. You can access the license in the [My Credentials] section of your OH|ID account. Use the [ACTION] drop-down menu to select PRINT. ● Enroll in Rapback with Worthington Schools using these instructions. ○ Once you've associated with Worthington Schools, notify your HR Contact
Worthington Email Address *Activating and using your "wscloud" email is required to coach in Worthington.* *You must use your Worthington email address (or Final Forms) for communications with the team members, parents, etc.*	As a district staff member, you will be given a Worthington email address. You will receive three emails from our Worthington Technology Department regarding your Tech Onboarding. The three emails will be sent from "nim@wscloud.org" and will include the following steps: Email 1 of 3 - Sent to your *personal email* account regarding setting up your district username and password. Email 2 of 3 - Sent to your *personal email* account regarding setting up your multi-factor authentication and accessing your district email. Email 3 of 3 - Sent to your *district email* account regarding a second authentication method and enrolling in the self-service password tool. *When you have set up your Worthington email account - please email your HR contact from your district email account. We will use this email to contact you moving forward.* ***ALL*** *contracts will be sent to this email address for signature.* ***You will NOT be cleared to coach until you have set up your district email account.***
Final Forms Program	Worthington uses a web-based program called Final Forms to manage the athletes' registration and compliance. We also use this with our coaches. You will receive an email from Final Forms to set up your username and password. ***This email will come to your Worthington email address***. Your account includes the list of your "certifications" and their expiration date. The Final Forms program will notify you when they are expiring. This will also give you access to the team roster. We use Final Forms with our coaches to keep up-to-date medical forms and to complete ethics training. ***Setting up your Final Forms account is required to coach.***
Verification of Prior Experience (Paid Coaches)	If you have prior coaching experience in your sport with another school district, Worthington can count that toward your years of experience when determining your contract amount. We will honor up to 7 years. ● You will need to contact your former district to complete the experience verification form. ● Please print this form and complete the top section. Then forward the form to either the HR department or the Athletic Director in the former district(s) to complete the experience portion. ● We must have this form prior to issuing your coaching contract.
Forms Needed for the Payroll Department (Paid Coaches)	If you will be a paid coach, you will need to complete forms for our payroll department. These forms include the withholding forms, School Employees Retirement System enrollment, and verification of US citizenship (I-9). **For your security**, these completed forms will need to be returned in person to your HR contact (we cannot accept them via email). When you return your forms, you will also need to bring the following: ● Drivers License ● Social Security Card (no copies) ● Verification of your Direct Deposit Account - either a voided check or a Direct Deposit Authorization Form from your bank.
Coaching Contract (Paid Coaches)	Coaching contracts must be approved at the Board of Education meeting. Your coaching contract will be released to you via your Worthington Email account. When you open the email, take note of your "Contract ID number" and click on the link to sign the contract electronically. Coaching contracts are paid via direct deposit on the 25th of each month during your season. If you have questions regarding your payments, please contact the Worthington Payroll Department at payroll@wscloud.org At the end of January, our payroll department will send your W-2 via US Mail to your home address. Please notify your HR contact if your address changes.