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

WORTHINGTON SCHOOLS COACHING REQUIREMENTS

Returning Worthington Coaches

2026-2027 School Year

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

As a returning coach (with no break in service), you will 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. 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
  ~ $26 fee for the 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.

- 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, and Cyber Security..
- 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.

RENEWING your PAP license -

- Renew your Pupil Activity Permit under "My Credentials."
  ~ Select "Take Action on my EXISTING 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 renewing 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.

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.***
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.