



Supplemental Onboarding Process – New Advisors and Coaches

This process outlines the series of onboarding requirements that **must** be satisfied by all new advisors/coaches hired in a supplemental position before permission is granted to engage in any student interaction. These are essential requirements, and **no** exceptions will be made to this standard. It is highly suggested that all requirements are acted upon in a timely manner due to time constraints with processing, etc.

Step One: BCI & FBI Fingerprinting

Valid BCI (Ohio) and FBI (National) background (fingerprint) check results are required as a condition of your employment with the district, pursuant to House Bill 79 (effective March 29, 2007) and House Bill 190 (effective November 19, 2007). Background check results must be dated **within 365 days of your official start date** to be considered valid and may be completed at any location able to perform BCI and FBI background (fingerprint) checks.

Important: Olentangy Local Schools requires an electronic copy be forwarded to the Ohio Department of Education and a paper copy be sent to the Department of Human Resources, Olentangy Local Schools, 7480 Graphics Way, Lewis Center, Ohio 43035.

Listed below are several options for completing BCI and FBI background (fingerprint) checks:

- **Educational Service Center, Lewis Center**
Olentangy Administrative Offices
7480 Graphics Way, Lewis Center, OH 43035
Contact ESCCO Representative: at 740-657-5060
** Hours are Tuesdays and Fridays from 8-11 AM and 1-3:30 PM by appointment only. Follow instructions below on how to schedule.
** Cost: BCI - \$30; FBI - \$28. Acceptable forms of payment include: DiscoverCard, MasterCard or Visa
** Hours and/or cost are subject to change
- **Educational Service Center, Columbus**
2080 Citygate Drive, Columbus, OH 43219
Contact ESCCO Representative: 614-445-3750
** Business hours at this location are subject to change; contact office directly for current walk-in service hours.
** Customers must arrive at least one-half hour prior to the close of business to ensure service.
** Cost: BCI - \$30; FBI - \$28. Acceptable forms of payment include: DiscoverCard, MasterCard or Visa
** Hours and/or cost are subject to change
- **Fieldprint**
To schedule an appointment via Fieldprint, please use the following the instructions:
 1. Visit www.fieldprintohio.com.
 2. Click **'Schedule an Appointment'**.
 3. Under **'New Users/Sign Up'** enter an email address and click **'Sign Up'** (follow instructions for creating a password and security questions, then click **'Sign Up and Continue'**.
 4. Select **'I know my Fieldprint Code'** and enter: **FPOLSNontchBCIFBI**.
 5. Confirm the reason for the background checks (fingerprinting) and click **'Save and Continue'**.
 6. Enter the contact and demographic information required by the FBI and designate where you would like your background check results to be sent electronically and/or by mail.
 7. Schedule a background check (fingerprint) appointment at a convenient location.
 8. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your background check (fingerprint) appointment, along with two (2) forms of identification.
 9. Questions should be directed to our customer service team at (877) 614-4364 or customerservice@fieldprint.com.
- **Most police departments offer this service (call ahead)**
- **Some BMV locations offer this service (call ahead)**



Step Two: Required Courses

The following course listed below **must** be completed by all new advisors/coaches prior to any student interaction. A hard copy of the certificate of completion must be submitted to the building athletic secretary and submitted onto your Final Forms account.

Please note: Returning coaches should consult with the building athletic secretary to obtain renewal requirements for current school year.

Coursework

Required Course	Renewal Timeline	Course Access	Cost
Fundamentals of Coaching, First Aid, Concussions in Sports, CPR, Sudden Cardiac	Every School Year	www.coachestoolchest.com	Paid for by District

*Please reach out to your Athletic Director or Principal on how to get this coursework paid for by the district

Step Three: Drug Testing – For Paid Supplementals Only

Schedule your drug test with the available link provided in your onboarding paperwork. You can only schedule with that link, not through a phone call. The drug testing facility address is **OSU CarePoint, 6515 Pullman Drive, Suite 2200, Lewis Center, Ohio 43035**

Please Note: Overhydrating before the test may result in a “dilute” result, which then requires another test to be completed.

Step Four: Apply for your ‘Pupil Activity Permit’ – Pertains to New Permit and Renewal Applications

- Establish an ‘OHID’ account with the Ohio Department of Education: <https://ohid.ohio.gov/>. Follow the prompts to ‘create an account’.
- Please note that ODE will only allow submitted applications to remain on HOLD for 60 days. Therefore, do not proceed with submitting your application until you have submitted all course certificates to jody_cripe@olsd.us
- **To apply for a new application, select the following:** Educator Licensure and Records (CORE) >> My Credentials >> Apply for NEW Credential >> Permit >> Pupil Activity/Coaching Permit
- **To apply for a renewal application, select the following:** Educator Licensure and Records (CORE) >> My Credentials >> Renew
- Use the following IRN when prompted: **OLSD IRN# 046763**

Step Five: Onboarding Checklist –Unified TalentEd- RECORDS

The OLSD Human Resources department will be your point of contact for all electronic onboarding requirements. Contact **Nicole Lynch - Athletics (x4019)** or **Emma DeMarco - Academics (x4379)** with any questions. You will receive an email from a generic HR address requiring you to complete an electronic checklist:

- Complete all electronic forms
- Use provided link to schedule a drug test
- Upload a copy of valid driver’s license
- Upload a copy of social security card (for paid supplemental positions only)
- Upload a copy of voided check for direct deposit process (not required, yet highly encouraged for paid supplementals positions)
- Upload acceptable documentation for Federal I-9 Form (list can be found on the I-9 form)

Please note: I-9 documentation must be viewed and photocopied by a member of the OLSD Human Resources department at the Olentangy Administrative Offices (for paid supplemental positions only)



Step Six: Credit for Prior Experience (if applicable)

Prior experience is considered and recognized for paid supplemental positions. However, it is incumbent on the incoming advisor/coach to provide written documentation of prior paid experience to the Human Resources department prior to board approval. Verification of experience must be submitted on letterhead from the prior district(s). The letter must include the following: (1) name of sport/activity; (2) number of years of experience in the aforementioned sport; and (3) paid/volunteer status for all documented years of prior experience.

Please note: documentation of years of experience received by Human Resources after board approval will be considered for the following 'like' season.

Olentangy Local School District Supplemental Contact Information	
Olentangy Administrative Office -All Supplementals Athletics: Nicole Lynch (x4019) or nicole_lynch@olsd.us Academics: Emma DeMarco (x4379) or emma_demarco@olsd.us	
<u>Berlin High School – Athletic Supplementals</u> Melanie Miller, Athletic Secretary 740-657-5911 melanie_r_miller@olsd.us	<u>Olentangy High School – Athletic Supplementals</u> Lisa Daragona, Athletic Secretary 740-657-4111 lisa_daragona@olsd.us
<u>Liberty High School – Athletic Supplementals</u> Tanner Gillum, Athletic Secretary 740-657-4211 tanner_gillum@olsd.us	<u>Orange High School – Athletic Supplementals</u> Emily Boerger, Athletic Secretary 740-657-5111 emily_boerger@olsd.us

