

# COACH CERTIFICATION AND INFORMATION

## Certification

These items are required by the state, OHSAA and school board to coach for the Franklin Athletic Department. They must be completed and turned in before beginning coaching duties. If you think you have a completed PAP [please check the state website to ensure your credential is not expired](#). If you have already taken the NFHS Courses you can verify completion by [searching for your completed NFHS courses](#). [See information from ODE on the Process](#).

**COPIES OF ALL CERTIFICATES OF COMPLETION SHOULD BE SUBMITTED TO THE ATHLETIC OFFICE.**

### 1. BCI AND FBI BACKGROUND CHECK - (Required for PAP)

Contact Lynn Hetzler at the Franklin Board of Education Office to schedule at 937-746-1699 or [lhetzler@franklincityschools.com](mailto:lhetzler@franklincityschools.com) to schedule an appointment.

BCI/FBI \$55 Cash or Check. Background checks can be done at the Franklin City Schools Central Office (Bring photo ID). I

### 2. COMPLETION OF NEW HIRE / PAYROLL PAPERWORK

All Applicants will be required to complete and submit a "Blue" form to the Athletic Director, show proof of successful completion of all required coaching classes (Listed below) and return their contract and any payroll documents to Franklin City Schools Central Office.

### 3. Coaches Tool Chest.

The OHSAA has partnered with Coaches Tool Chest to streamline the process for coaches to earn all their required certificates in one place. Visit <https://coachestoolchest.com/> - new users will have to create an account. This is a yearly requirement and the cost is current \$49.00. You will use your completed Coaches Tool Chest certificate to apply for your required PAP.

#### 4. PUPIL ACTIVITY PERMIT APPLICATION (PAP)

Make sure you have a OH|ID account. If you are certain you do not have a OH|ID account, set one up [following the instructions here](#).

If you have a OH|ID account but do not remember the user name or password, click on the "Forgot Password" link on the [OH|ID portal](#) to reset your password. Please do not set up a second OH|ID account. If you need assistance, you may contact (877) 644-6338 or [Profile.Help@education.ohio.gov](mailto:Profile.Help@education.ohio.gov).

IRN - Ask your district for its Information Retrieval Number (IRN).

Access your [OH|ID account](#).

Click Educator Licensure and Records (CORE).

Complete the online application from your CORE Dashboard.

See the [CORE User Manual](#) for complete instructions.

**Please Note:** When applying for the permit and completing the application process you'll be prompted to enter the school district name for the Superintendent signature. You will need to let the Athletic Director know that you have completed the appropriate coursework and provide certificates of completion for all courses so that the central office & superintendent can approve your application.

For additional information on Pupil Activity Permit Requirements please [click here](#).