

In order to be approved by the Circleville City School Board of Education the following must be completed.

1. **Current Pupil Activity Permit:**

- Steps to complete your Pupil Activity Permit are located on the following website:
 - <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>
- Application for the Pupil Activity Permit can be found at this link:
 - <http://education.ohio.gov/getattachment/Topics/Teaching/Educator-Licensure/Additional-Information/Complete-List-of-Applications/Pupil-Activity.pdf.aspx>

2. **NFHS Fundamentals of Coaching on-line course:**

- <http://www.nfhslearn.com/>
- To be completed one time

3. **Approved Online Concussion Education Course:**

- <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>
- Must be taken each time you apply for a Pupil Activity Permit.

4. **CPR Certification:**

- You must complete and have on file a current CPR card with the district office.
- CPR training must be completed with a certified CPR instructor.
- No on-line courses to complete this requirement are acceptable.

5. **Clear BCII and FBI fingerprint reports:**

- All new employees to Circleville City Schools are required to present clean BCII and FBI fingerprint reports.
- Background checks can be completed at the CCS District Office. Please call 474-4340 to schedule an appointment.
- You will need your Ohio driver's license and either cash or money order in the amount of \$65.00.
- If you choose to use another agency to obtain your fingerprint reports, be sure they are sending results to ODE.

6. **Van training:**

- Contact Jerry Mogan, Transportation Supervisor, to make arrangements for van training. His phone number is 477-5569.

7. **Completed I-9 Form:**

- This form must be obtained from the District Office when you turn in your paperwork.
- In order to complete this form you must present two forms of identification.
- The most easily obtained documents are your driver's license and social security card. You will need your social security card for payroll purposes. Bringing in this form of identification serves both purposes.

Board Approval:

Once all documents are turned in, a recommendation will be made at that time to the board for your coaching position.

Volunteer coaches need the same documents as paid coaches EXCEPT van training.

ALL DOCUMENTATION IS NEEDED PRIOR TO BEGINNING ANY COACHING DUTIES