



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Hello, Coach!

Thank you for making the decision to become a coach at CLASSICAL! Your willingness to give your time, talent, and mentorship to our student-athletes is a tremendous gift to our school community. At Cincinnati Classical Academy, we believe athletics is not only about developing skill and competitiveness, but also about shaping character, instilling virtue, and fostering a love for truth, goodness, and beauty. Coaches play a pivotal role in this mission – modeling perseverance, humility, and integrity while guiding young athletes to grow both on the field and in life.

The following requirements are mandated by The Ohio Department of Education (ODE). All coaches for sports in grades K-12 must complete these certifications in order for Cincinnati Classical Academy to be in compliance with state law.

Please note: Please make an appointment and get your fingerprinting process completed as soon as possible. The fingerprinting itself takes less than three minutes. Please **do not pay** for your fingerprints; instead, use the form attached to the email. Fast Fingerprints will bill Cincinnati Classical Academy directly.

The Cincinnati Classical Academy department of athletics will reimburse you for the costs associated with becoming a certified coach if you request a reimbursement. Simply send me a copy of your receipts when you finish the process, and I will be happy to submit a check request to the PSO to get you reimbursed.

The courses for Sudden Cardiac Arrest, Concussions in Sports, and Student Mental Health take about 18-22 minutes each.

The course for First Aid, AED, and CPR offers a course test **before** taking the course. If you are already proficient with the information in the course, and you pass the test, you will be given credit for the course.

The NFHS Fundamentals of Coaching course takes about four hours to complete. I tend to encourage coaches to get together on a Saturday or Sunday to watch a movie or a sports game and hang out while taking the course.

Please do not hesitate to let me know if you need anything related to certification. I am always happy to help!

Thank you for what you do!

Mr. Wellen

Per Ohio Department of Education, all K-12 coaches will need the following before working with any student:

1. FBI/BCI Fingerprinting
2. First Aid/CPR/AED
3. Lindsay's Law/Sudden Cardiac Arrest
4. Student Mental Health
5. Concussion in Sports
6. Fundamentals of Coaching
7. Pupil Activity Permit

To obtain the certifications you should use:

1. FBI/BCI – use attached form for Fast Fingerprints – Classical has an account set up to pay for printing. Please do NOT pay for your fingerprints. Use the form on the last page of this document to have Cincinnati Classical Academy billed directly instead. You need to go online and make an appointment: <https://www.fastfingerprints.com>.
 - a. **Please note:** If your fingerprints are older than one year (365 days) from the time that you submit your Pupil Activity Permit, the state of Ohio requires you to get your fingerprints taken again. Your Pupil Activity Permit will be denied if your fingerprints are 366+ days old.
2. First Aid/CPR/AED – <https://www.nationalcprassociation.com>
3. Lindsay's Law/Sudden Cardiac Arrest – <https://www.nfhs.org>
4. Student Mental Health – <https://www.nfhs.org>
5. Concussion in Sports – <https://www.nfhs.org>
6. Fundamentals in Coaching – <https://www.nfhs.org>
7. Ohio Department of Education – Pupil Activity Permit
<http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits>

You'll need to set up an OHID to get your Pupil Activity Permit. To set up an OHID, please follow the instructions on this page: <https://sboe.ohio.gov/educator-licensure/information-and-resources/educator-licensure-process>

****** The IRN for Cincinnati Classical Academy is 019530. When you apply for your PAP, the website will ask for the IRN. You may either begin typing "Cincinnati Classical Academy" and choose from the drop-down menu that auto-populates, or you may enter the number manually. ******

Please note: If your fingerprints are older than one year (365 days) from the time that you submit your Pupil Activity Permit, the state of Ohio requires you to get your fingerprints taken again. Your Pupil Activity Permit will be denied if your fingerprints are 366+ days old.

DEPARTMENT OF ATHLETICS

Coaches Certification Process

Please note:

1. The Department of Athletics will issue you a refund for the expenses related to taking the courses for certification. The Department of Athletics will also issue you a refund for the fee for your Pupil Activity Permit.
2. Please do **NOT** pay Fast Fingerprints. We have an account set up with Fast Fingerprints. Use the attached form, and they will bill us directly.
3. You will need to set up an account with www.nfhs.org. NFHS is great about storing your certificates. You will be able to download your certificates, then upload them to Final Forms.
4. This process can take a while, so you want to be diligent about taking care of things. Get your fingerprints taken first. It takes under three minutes to walk in and get your prints scanned. It takes up to 30 days for the government to process your prints.

You will need to renew your certifications at the following intervals:

1. FBI/BCI Fingerprints – You will need to renew every **five** years.
2. First Aid/CPR/AED – You will need to renew every **two** years.
3. Lindsay's Law/Sudden Cardiac Arrest – You will need to renew **every** year.
4. Student Mental Health – You will need to renew every **three** years.
5. Concussion in Sports – You will need to renew every **three** years.
6. Fundamentals in Coaching – You will **never** need to renew. This certification is lifelong; it never expires.
7. Ohio Department of Education – Pupil Activity Permit – You will need to renew every **three to five** years depending upon your level of certification.



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Department of Athletics Coaches Certification Checklist

Each coach will be made a volunteer staff member in Final Forms. All coaches will need to have certifications completed prior to working with any team or athlete. Certifications need to be uploaded into Final Forms. If you are unable to complete the uploading process for some reason, please send your certificates to the Director of Athletics: jwellen@cincyclassical.org.

Once you upload your certificates into Final Forms, you will receive notifications (60 day/30 day) when any certifications are about to expire.

Below are the certifications you must complete to coach at Cincinnati Classical Academy:

- ☐ FBI/BCI background check
- ☐ First Aid/CPR/AED
- ☐ Lindsay's Law/Sudden Cardiac Arrest
- ☐ Student Mental Health
- ☐ Concussion in Sports
- ☐ Fundamentals of Coaching
- ☐ Pupil Activity Permit

I have completed all of the above certifications and submitted them to Final Forms and/or Cincinnati Classical Academy.

Name: _____ Date: ____/____/____

Signature: _____

Sport(s) Coaching: _____

When completed, please sign and submit this form to the front office for the Director of Athletics at Cincinnati Classical Academy.