

## Barnesville Schools' Coaching Checklist

Name \_\_\_\_\_ Sport \_\_\_\_\_ Year \_\_\_\_\_

**THE FOLLOWING IS NEEDED BEFORE ANY COACH IS ALLOWED TO HAVE CONTACT WITH THE ATHLETES. Please initial next to each item indicating it is completed.**

1. \_\_\_\_\_ **PAV (PUPIL ACTIVITY VALIDATION) Class** – renewed every three to five years. **Once you receive the class certificate, you must go to the Ohio Department of Education's website to apply for your PAV certificate.** Certificate must be submitted to the Athletic Director. **My PAV expires \_\_\_\_\_.**
2. \_\_\_\_\_ **BCI and FBI BACKGROUND CHECK** The BCI is good for as long as you live in Ohio. The FBI should be renewed every 5 years. The PAV cannot be processed through the Ohio Department of Education without first completing the background checks which automatically are forwarded to ODE. Background checks can be completed in the Central Office. **My FBI expires \_\_\_\_\_.**
3. \_\_\_\_\_ **CPR Card** required to be renewed every 2 years. A copy of the CPR card must be turned in to the AD. **My CPR certification expires \_\_\_\_\_.**
4. \_\_\_\_\_ **ON-LINE "FUNDAMENTALS OF COACHING" Class.** This class is on the NFHSLearn.com website. (At the completion of the on-line class, print the "Certificate of Completion" and turn into the Athletic Director.) *This is a one-time class; keep a copy of the certificate of completion.*
5. \_\_\_\_\_ **ON-LINE "CONCUSSION IN SPORTS" Class** must be completed by all coaches renewing their PAV and by all new coaches. This class is on the NFHSLearn.com website. **My concussion certificate expires \_\_\_\_\_.**
6. \_\_\_\_\_ **ON-LINE "SUDDEN CARDIAC ARREST" video** must be completed by all coaches **each year** on the NFHSLearn.com website.
7. \_\_\_\_\_ **ALL COACHES MUST BE SCHOOL BOARD APPROVED AND MUST COMPLETE ALL THE ABOVE BEFORE SEASON BEGINS.** **Board approval date \_\_\_\_\_**

**All classes will provide a certificate of completion that must be given to the Athletic Director.**

**If any certification expires before the end of your season, you must recertify prior to the expiration date. Failure to do so will result in the holding of your paycheck.**

*I have completed the above requirements, and understand that I cannot coach until all of the above are completed and a copy of required forms are on file with the Athletic Director.*

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

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**FOR OFFICE USE ONLY**

I have verified that all coaching requirements have been met, and a copy of this form has been sent to the payroll assistant in the Treasurer's Office. *No coaching contracts will be issued until this completed form is received.*

\_\_\_\_\_/\_\_\_\_\_  
Athletic Director Date

Central Office PAV Permit Verification: \_\_\_\_\_/\_\_\_\_\_  
Signature Date