

## CPS New Coaches Cheat Sheet

We are glad to have you on board, please find this list as a way to help you take care of everything we need for your employment as a coach with Cincinnati Public Schools. You will need to complete the **Employment Checklist for Coaches** with your AD or supervisor, prior to meeting with HR. See all items below that you will need to complete.

1. Below is the **CPS Coach APPLICATION** that you need to fill out. Email the confirmation to your AD or supervisor. Please follow the link below and apply for the position you are interested in or select General Pool-Athletic Coaching Position. <http://www.applitrack.com/cpsk12/onlineapp/jobpostings/view.asp?category=Athletics%2FActivities&subcategory=Coaching>  
\*Click the ORANGE Apply button to the right of the position and proceed through the prompts.

2. We need you to get a **local background check (\$5) and a FBI (\$34) and BCII (\$32)(\$71–Total)**, please save all receipts and paperwork! Have your FBI/BCII sent to Cincinnati Public Schools and Ohio Dept. of Education.  
\***You should leave with blue local background check and receipt. These will be submitted to HR prior to getting your badge.**

See address, hours, and contact info below. See prices above, they only take cash. Tell them your working with CPS and request a copy to go to the Ohio Dept. Of Education (ODE) and CPS HR. **COPIES SHOULD NOT BE SENT TO School!**

**Ham. Co. Justice Center**--1000 Sycamore St. Room 100, 45202\*\*(513) 946-6220\*\*Hours 7AM - 3PM, Monday-Friday  
\*this option, they will send it to CPS and ODE for you. Expect delivery in 7-10 days.

**Univ. Of Cincinnati**--51 W. Corry St.,45219\*\*(513)556-4925\*\*Hours 8am-4pm, Monday-Friday  
\*this option you can go back & pick it up the next day, but YOU will need to bring to CPS and send to ODE on your own.

3. Apply for a **Pupil Activity Permit** <http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits> **(\$45)**  
\***All coaches (paid or volunteer) MUST have a valid Pupil Activity Permit to coach in the Cincinnati Public School district.**

4. **CPR Certification**, There are classes that are offered throughout the year (if you have never received a CPR certification, we prefer you to do an in person class vs. online) and you can also do it online. Check the website link for an online class option! Always choose the **ADULT CPR CLASS.** [www.cprtoday.com](http://www.cprtoday.com) **(\$24.95)**

5. **First Aid, Health and Safety for Coaches Certificate**, classes are offered throughout the yr. & you can do it online. **(\$45)**  
<http://nfhslearn.com/courses/26>

6. **Concussion Certificate**, This class is offered online <http://nfhslearn.com/courses/61037/concussion-in-sports> **(\$0)**

7. **Fundamentals of Coaching**, this class is offered online & takes 5-8 hours. <http://nfhslearn.com/courses/61026> **(\$65)**

8. **Sudden Cardiac Arrest (Lindsay's Law)**, <http://education.ohio.gov/Topics/Teaching/Licensure/News/Coaches-may-now-take-new-required-training-through> Each year, coaches must review the [Ohio Department of Health's](http://education.ohio.gov/Topics/Teaching/Licensure/News/Coaches-may-now-take-new-required-training-through) new video and related fact sheet. Coaches should review the required materials through the ODE [Learning Management System](http://education.ohio.gov/Topics/Teaching/Licensure/News/Coaches-may-now-take-new-required-training-through) and complete the course to receive a certificate. **(\$0)**

9. Prior to scheduling your meeting with Karen Cummings in HR, you will also need the below items.  
(Drivers License, Copy of Social Security Card, Photograph-not off an id, & 3 Letters of Recommendation)

10. Complete & Sign the Employment Checklist for Coaches & have your AD sign to verify completion. Contact HR to schedule your appointment. Please use the coaches checklist as your cover sheet with all required certs and paperwork included.

**CPS HR CONTACT**-Karen Cummings, [cummink@cps-k12.org](mailto:cummink@cps-k12.org), 363-0153

**CPS ED CENTER**- 2651 Burnet Ave. Cincinnati, Ohio 45219

**Athletics**- 363-0411