

# How to get a Coaching Permit

<http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits>

1. Get fingerprinted
  - a. If you do NOT hold any state issued credential, you need FBI & BCI checks - \$55 exact cash/check/money order
  - b. If you currently have a credential (teaching license or pupil activity permit), you only need an FBI check - \$30 exact cash/check/money order
  - c. Visit this site to schedule an appointment: <https://clintonsheriff.com/webcheck/>
    - i. It doesn't have to be the Clinton County Sheriff's office, any group that uses WebCheck will do
  - d. Fill out WebCheck form and take it with you to the appointment
    - i. Code: 3319.291
  - e. Have them send a direct copy to the "Ohio Department of Education" AND then mail the results to the Blanchester Local School District
    - i. District Address: 957 Cherry St. Blanchester, OH 45107
2. Coaches Tool Chest (yearly) - \$49
  - a. <https://coachestoolchest.com/>
  - b. Click "Subscribe"
  - c. Enter your name and payment information
  - d. Identify "Blanchester Local Schools" as the district
  - e. Click "certification"
  - f. Take all certification tests (May take 2-3 hours). Doesn't all have to be done at once.
  - g. Print/email a copy of certificate to the AD
3. Once we have a copy of your background check, apply for Pupil Activity Permit - \$45
  - a. Get an OH/ID account - <https://safe.ode.state.oh.us/portal>
  - b. Access your OH/ID account
  - c. Click on "Educator Licensure and Records (CORE)"
    - i. You may need to open both of the following Apps on the website before you can access CORE: "Department of Education Application Request" and "Department of Education Profile Setup"
  - d. Complete the application (teachers can apply for 5 year, non-teachers for a 3 year)
    - i. Blanchester IRN#: 046383
  - e. Our superintendent will approve your permit application, print or email a copy of the certificate to the AD