



INFORMATION TO OBTAIN PROPER CERTIFICATION FOR COACHING AND OBTAIN A BCI/FBI CHECK

- ✓ You must first be approved by the Board of Education. That means if you are a new coach, either volunteer or paid, you must have filled out an application that is turned into the Athletic Office, and your references checked before being recommended to the Mr. Dulmage for approval. If you have or are currently coaching at Midview, you just need to be approved by the Board of Education.
- ✓ You must complete and hand in the following to the Athletic Office. Each coach is responsible for the payment for the following classes:
 - Sport Safety Certificate from a sport safety class
 - CPR Card from a CPR Class
- ✓ You must then apply for your Pupil Validation License through the ODE, following the directions on the Form (attached). You must obtain a BCI/FBI Check for this license. The Coach is responsible for the both the licensure payment and criminal check.
- ✓ BCI/FBI check can be obtained at the ESC of Lorain County located at 1885 Lake Ave., Elyria, OH.
- ✓ You must make an appointment. Contact Pam Gamble at (440) 324-5777, Ext. 1113.
- ✓ Cost is \$56.00.
- ✓ Take the completed attached form with you (In this packet). It will only take a few minutes to have your fingerprints taken electronically.
- ✓ Moisturize your hands for a couple of days before you go. If your hands are very dry they cannot get a good fingerprint.
- ✓ If it is difficult for you to go during the hours stated, go over Easter break. Mrs. Gamble will be working.
- ✓ Turn in your Pupil Validation License to the Athletic Office.
- ✓ **Do not wait until the last minute! This is a new procedure and it is my guess that it may take longer for fingerprint results to reach the Ohio Department of Education.** It takes longer to get the FBI results back. Results of both the Ohio BCI and the FBI check must be sent directly from BCI and FBI to the Ohio Department of Education. You will not be sending the results yourself. Both of these bureaus are going to have many, many more checks to do. This along with all the new grads in the spring will make for a slower turn around in obtaining your license.