



To: Coaching Staff Member (Volunteer)

From: Human Resources

Welcome to Marysville School District!

Important items:

- **Volunteer Application:** Complete a volunteer application by going to the MEVSD website, select Employment tab and proceed to Online Application link.
- **Coaching Permit:** Coaching or pupil activity permits are required for individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. This is required for paid and volunteer positions. More information is contained in this packet.
- **Background Checks:** A **FBI & BCII** are **required** to be completed prior to your first working day. Please make arrangements to complete this as soon as possible (more information in the included packet). A Screepointe check is also required.

Please review and complete the following enclosed items.

BCI/FBI checks - form with instructions included
Screenpointe Background Check Authorization – return completed form to Human Resources
Coaching permit instructions if you do not have a valid Coaching permit on file with ODE

You must have an application, completed Background checks and a coaching permit on file before you will be board approved and permitted to work with students.

If you have any questions, please do not hesitate to contact the Athletic Director or Human Resources at 937-578-6100.

Coach-Volunteer

MARYSVILLE SCHOOLS

NEW COACHES (PAID OR VOLUNTEER)

Visit www.marysville.k12.oh.us - select Employment – Coaches (Paid & Volunteer) to access steps included below.

1. Application and Employment Process (Marysville Schools)

- Complete on-line employment application (select Coach or Volunteer Coach position)
- Print out and complete the volunteer OR paid coach employment forms from the Employment page
- Return all completed forms to Human Resources at 1000 Edgewood Dr., Marysville, OH as soon as possible
- ID Badge – you can get your photo taken for your ID badge when you return the forms to Human Resources

2. BCI/FBI (Marysville Schools & Ohio Department of Education)

- Must be done within last 365 days – MEVSD can accept a copy if you have already completed elsewhere
- Paper copy of both BCI and FBI sent to Marysville Schools – **USE THE FORM IN THE PACKET when you go for check**
- Electronic versions of both BCI and FBI need to be sent to the Ohio Department of Education (ODE) – this will be matched at ODE with your Coaching permit application

You can get checks done at the Marysville Police Dept., the Union County Sheriff's Office or an agency of your choice. To complete through the Union County Sheriff's Office call 937-644-4103 ext. 4469 to make an appointment. Cost is approximately \$57.

3. Coaching Permit (Ohio Department of Education)

- Complete CPR, NFHS Fundamentals of Coaching Class, First Aid for Coaches Training, Concussion Training, Sudden Cardiac Arrest Training and apply for the Coaching Permit.
- Follow the link below to the ODE website for the PAV licensure requirements and application procedure:
<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>

4. Final Forms (Marysville Schools)

- Upload your certificates for the Coaching Permit Training to Final Forms or provide copies to the Athletic Director.
- The Athletic Director will send you Final Forms access link information.

IMPORTANT: NEW paid or volunteer coaches may not begin working with students until the above requirements are completed. You must be cleared by the Athletic Director BEFORE you work with students in any capacity. *You will not be placed on the Board Agenda for approval until the application, background checks and coaching permit are on file in the HR Office (drop off or e-mail to humanresources@mevsd.us).*

Checklist:

- _____ Employment/Volunteer application completed on Applitrack
- _____ BCI/FBI background checks completed and mailed to Marysville Schools, as well as, sent electronically to ODE
- _____ Screenpointe background check form returned to Board Office (drop off or email)
- _____ Employment Paperwork completed (if paid coach)
- _____ Copy of Driver's License and Social Security Card to Board Office (if paid coach)
- _____ On-line coaching permit application completed (ODE website)
- _____ CPR Certification completed
- _____ NFHS Fundamentals of Coaching Class completed
- _____ First Aid for Coaches Training completed
- _____ Concussion Course completed
- _____ Sudden Cardiac Arrest Training completed
- _____ Sign/Return Contract (if paid coach)

BACKGROUND CHECKS

PLEASE NOTE: *If you are not sure if you need to be fingerprinted (or which fingerprints you need – BCI, FBI or both), please contact the Board Office to confirm before paying for any background checks.*

Company/Agency Requiring Check: Marysville Exempted Village Schools
1000 Edgewood Drive, Marysville, OH 43040

Results must be sent:

- 1) All: Directly to Marysville Schools
- 2) VOLUNTEER COACH & EMPLOYEE ONLY: Electronically to the Ohio Department of Education

Please check all that apply:

BCI

REASON CODES:

- 3319.39B1 - School Employees – Non-teaching positions - Volunteers
- 3319.39B3 - School Employees - Teachers only
- 3327.10 - School Bus Driver
- 3301.541 - Preschool Program

FBI

REASON CODE:

- 3319.39 - Public School District or Chartered Nonpublic School Employees and School Bus Drivers

WebCheck Facilities Information:

WebCheck background checks can be completed at a location that is convenient for you.

Check out the Ohio Attorney's web site for a location near you.

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx>

LOCAL WEBCHECK FACILITIES

Applicant is responsible for the cost of the background checks.

MARYSVILLE POLICE DEPT (CASH, CHECK OR CREDIT CARD)	MONDAY – FRIDAY 9 AM – 4:30 PM	PHONE: 937-645-7300	WALK-INS WELCOME
COST - BCI \$32.00/FBI \$34.00/BOTH \$56.00			
UNION COUNTY SHERIFF'S OFFICE (CASH OR CHECK)	MONDAY - FRIDAY 9A - 12P , 1P - 4P	PHONE: 937-645-4103, EXT 4468	APPOINTMENT REQUIRED
COST – BCI \$32.00/FBI\$35.00/BOTH \$57.00			

IF YOU HAVE ANY QUESTIONS, CONTACT US AT 937-578-6100.



For the purposes of being an employee, substitute, coach, volunteer, etc. in the Marysville Exempted Village School District, Screenpointe is authorized by the district to run only an address trace, Social Security trace, Criminal Background check, Dept. of Corrections check and/or a sex offender check. NO CREDIT CHECKS OR OTHER PERSONAL INFORMATION IS OBTAINED.

NOTICE AND AUTHORIZATION CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS

This form, which you should read carefully, has been provided to you because **Marysville Exempted Village School District (MEVSD)** ("Company"), may request consumer reports or investigative consumer reports about you from a third party company engaged in the business of collecting this type of information ("Screening Agent") for the purposes set forth below in "Authorization." The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories ("Screening Reports"). The information contained in these reports may be obtained by a Screening Agent from public record sources or through personal interviews with your co-workers, neighbors, friends, associated, current or former employers, or other personal acquaintances, and may contain information about your background, character, and general reputation.

AUTHORIZATION

I have carefully read and understand this notice, and by my signature below, I authorize the Company to procure Screening Reports as defined above from a Screening Agent and certify that the information provided below is true and correct. I understand that the Company may use the Screening Reports for the following purposes: (1) in conjunction with my engagement by the Company, (2) during my relationship with the Company for purposes of evaluating my suitability for continuing the relationship, or (3) in the event that claims or disputes between me and the Company arise and it becomes necessary for the Company to respond to such claim or dispute by obtaining such information, whether the claim or dispute arises before or after my engagement by the Company. I further agree that this consent shall be in full force and effect for the duration of my engagement or employment by the Company, and I specifically understand that it is necessary that I provide my full name, Social Security Number, date of birth and home address(es) for the completion of the Screening Report.

I hereby authorize all persons and entities, including but not limited to, businesses, corporations, former employers, credit agencies, governmental agencies, law enforcement authorities, educational institutions, state insurance departments, private regulatory agencies and all military services, to release all written and verbal information about me to the Company or the Screening Agent. I release and hold each harmless from all liability and responsibility for doing so.

I further understand that any and all information contained in my resume or otherwise disclosed to the Company by me before, during or after my engagement or employment by the Company may be utilized for the purpose of obtaining the Screening Reports requested by the Company and confirm that all such information provided in connection with my contract with the Company is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or engagement or a promise of continued engagement.

I further understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act and may have additional rights under relevant state law. I hereby certify that I have read the Summary of Rights under the Fair Credit Reporting Act.

Signature _____ Date _____

Please note the following information is requested for background screening and verification purposes only, in strict compliance with EEO and Age Discrimination Act guidelines, and has no role in the selection process. **MEVSD** is an equal opportunity/affirmative action employer and does not discriminate in hiring or terms and conditions of employment based on an individual's race, creed, color, sex, age, marital status, religion, veteran status, disability, national origin, sexual orientation, citizenship, or other protected class.

PLEASE PRINT CLEARLY (*required)

*Name: (First, Middle, Last) _____

*Address: (Street, City, State, Zip) _____

Phone: _____ Email: _____

*Driver's License No. *State of License *Social Security Number *Date of Birth

COMPLETE ONLY IF IN THE LAST SEVEN (7) YEARS:
During the last **SEVEN (7) YEARS**, list **OTHER CITIES, COUNTIES, STATES & ZIP CODES** where you resided or were employed:

City _____ County _____ State _____ Zip _____

City _____ County _____ State _____ Zip _____

During the last **SEVEN (7) YEARS**, what other **NAMES**, (i.e., Maiden) were you known by: _____

REASON FOR BACKGROUND CHECK: (mark one)

Employee Substitute Coach Volunteer – Student's Name _____

Please indicate building(s), department/position or activity _____

FOR OFFICE USE ONLY: Approval _____



FCRA DISCLOSURE AND AUTHORIZATION

All applicants for employment: Please read carefully before signing below:

As part of its employment process, I understand that, as a condition of my consideration for employment with **Marysville Exempted Village School District**, "Company" or as a condition of my continued employment with Company, Company may obtain or have prepared a consumer investigative report that includes, but not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security number verification, address history, criminal and civil history, personal interviews, professional reference interviews, driving histories, professional licensing, public records or information obtained from governmental or law enforcement agencies, and any other information bearing on my character, general reputation, personal characteristics, qualifications, skills and trustworthiness.

I understand that upon written request to Company, I will be informed whether a consumer investigative report was requested, and given full information as to the nature and scope of such investigation.

By signing below, I hereby authorize and consent to Company's procurement of such a report as part of its pre-employment background investigation process. If I am offered employment by Company, I further authorize the above-named company to obtain additional consumer investigative reports on me for employment purposes at any time throughout the duration of my employment.

By signing below, I also acknowledge that Company has provided me with a summary of my rights under the Fair Credit Reporting Act.

Name (Print)

Name (Signature)

Date

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

Coaching Permits

Coaching or pupil activity permits are required for individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. School districts determine which staff members need to have a permit. Those who wish to apply for an Ohio pupil activity permit must complete the requirements outlined here.

Please note that an individual hired to direct, supervise or coach a pupil activity program that does not involve athletics or routine or regular physical activity or health and safety considerations is not required to hold a pupil activity permit pursuant to section 3319.303 of the Ohio Revised Code, if that individual holds a current valid educator license issued under section 3319.22, 3319.26, or 3319.27 of the Revised Code. See also rule 3301-27-01 of the Ohio Administrative Code.

DISTRICTS ARE TO VERIFY ALL TRAINING FOR COACHING PERMITS

School district e-signers will confirm that all applicants for coaching permits have valid training or certification in **all** required areas, as outlined in the *Get Set – Fulfill Your Training Requirements* chart below. The guidance document below will assist e-signers with this verification.

[District E-Signer Guidance: Verifying Training for Coaching Permits](#)

PERMIT TERMS FOR CERTAIN CREDENTIAL HOLDERS

Select your pupil activity permit in the online application process based on the following criteria.

Apply for:

- A. A **three-year** permit if you hold:
 - No other educator credential; or
 - An educator credential *other than* one of those listed under B or C.
- B. A **four-year** permit if you hold:
 - A four-year resident educator license; or
 - A four-year alternative resident educator license.
- C. A **five-year** permit if you hold:
 - A five-year professional license; or
 - A five-year senior professional license; or
 - A five-year lead professional license.

STEPS FOR THOSE REQUESTING A PERMIT (NEW OR RENEWAL)

On Your Mark – Contact the School District

The hiring process. Your first step is to complete the process for serving as a coach or activity director at the school or district where you wish to coach or direct. Be sure to notify the school or district that you will be submitting the online application for the pupil activity permit. The superintendent or designee will need to electronically sign your application.

Background check. Make sure you have up-to-date background checks on file. If you are renewing your permit, you can check the date of your last background check from your CORE Dashboard. You can ask your district where its staff members start this process if you need to request a new or updated background check.

Get Set – Fulfill Your Training Requirements

There are five categories of training below. Applicants are to: a) check with their school districts about preferences and procedures related to each category; and b) provide documentation to their districts that they met requirements. We encourage coaches to keep record of any expiration dates for their training sessions so that they can re-take them before they expire (dates vary).

TRAINING

1. Fundamentals of Coaching - The National Federation of State High School Associations presents this series of online modules (one-time training).

2. Cardiopulmonary Resuscitation (CPR) training - Fulfill this requirement through a course approved by your school or district.

3. First Aid for Coaches - Fulfill this requirement through **ONE** of the four categories of options outlined below:

- A. **Ohio Department of Education-approved pupil activity program.** Search for a program during a given time span by entering a beginning and ending date here.
- B. **Nationally approved programs.** Select **ONE** of the following:
 - Human Kinetics Coach Education Center (Sport First Aid);
 - National Federation of State High School Associations & American Red Cross (First Aid, Health and Safety).
 - American Heart Association (First Aid).
- C. **College or university courses.** Courses must be completed within the past three years and be related to first aid or athletic training.
- D. **Professional licenses or certifications.** The following licenses/certifications fulfill the first aid training requirement: MD, DO, DC, PA, RN, EMR, EMT, AEMT, Paramedic, ATC and SCS. Your board license must be active.

4. Concussion Training - Complete **ONE** of the following free, online courses (valid for three years).

- The National Federation of State High School Associations' training program "Concussion in Sports";
- National Alliance for Youth Sports Concussion Training; or
- National Centers for Disease Control and Prevention program "Heads Up to Youth Sports. Online Training."

Please see the Ohio Department of Health website for additional resources.

5. Sudden Cardiac Arrest Training - Each year, coaches must review the Ohio Department of Health's video and related fact sheet. Although districts may choose how they will verify completion of this requirement, the Department encourages use of its Learning Management System (LMS). You may access LMS through your OHID account within 24 hours of submitting your online application. On the LMS homepage at top right, click the Course Catalog link. Then search for *Sudden Cardiac Arrest* to find the course. After you view the materials and pass a short test, you may download and print your certificate of completion.

If you are unable to access the LMS, please review the video and related materials on the Ohio Department of Health website.

GO – Application Instructions

- **Make sure you have a OH|ID account.** If you are certain you do not have a OH|ID account, set one up [following the instructions here](#).
 - **If you have a OH|ID account** but do not remember the user name or password, click on the "Forgot Password" link on the [OH|ID portal](#) to reset your password. Please do not set up a second OH|ID account. If you need assistance, you may contact (877) 644-6338 or Profile.Help@education.ohio.gov.
 - **IRN** - Ask your district for its Information Retrieval Number (IRN).
 - Access your [OH|ID account](#).
 - Click Educator Licensure and Records (CORE).
 - Complete the online application from your CORE Dashboard.
 - See the [CORE User Manual](#) for complete instructions.
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Additional Information

- [First Aid Program Pupil Activity Provider Packet](#) - This informational packet and application are for individuals or organizations who are seeking to become approved to offer first-aid or first-response programming for coaches pursuing a pupil activity permit.
- [Qualifications to Direct, Supervise or Coach a Pupil Activity Program](#) - Ohio Administrative Code pupil activity program requirements.

