

VANLUE LOCAL SCHOOL DISTRICT
CHECKLIST FOR ATHLETIC SUPPLEMENTAL EMPLOYEES

- _____ 1. **Application**
Personnel not already employed by the Vanlue Local School District must complete the Vanlue Local School District Employee Application Form and turn it in to the main office. Must be Board approved.

- _____ 2. **Review of Licensure Code of Professional Conduct for Ohio Educators**
 1. Go to Ohio Department of Education website: <http://www.ode.state.oh.us>
 2. Teaching Tab at the top of the page. You want Educator Conduct
 3. Click on Licensure Code of Professional Conduct for Ohio Educators
 4. Click the first HERE button to view the Code in PDF file

- _____ 3. **Fundamentals of Coaching Course**
Have completed state mandatory coaches course and certification to be kept on file in the main office. This is an online course. You can find it at www.nfhslearn.com which takes usually 6 hours to complete.

- _____ 4. **Pupil Activity Certification (House Bill 251)**
Individuals employed for certain supplemental positions are required to hold an activity certification from the Ohio Department of Education. An original (or copy of the original) of the certification must be on file in the main office. You will need to complete the state coaching course before ODE will approve the certification. You can find the available online course at <https://dnet01.ode.state.oh.us/Core2/ODE.CORE.pupilactivity.public.ui/pacProvierLookup.aspx>. After completing, you then mail the application in to ODE which will take approximately two weeks for the State to clear.

- _____ 5. **Criminal Background Check (FBI/BCI&I)**
A criminal background check is required for all new employees. Confirm with the main office for a list of places that are able to complete the fingerprinting. Any employment officer is conditional pending a “clear” background check.
***Make sure you mark that the FBI/BCI is sent to the Ohio Department of Education and Vanlue School or it will be invalid.**

- _____ 6. **First Aid/CPR Certification**
Must have a valid first aid/CPR certificate on file in the main office. A first aid training course needs to be taken in order for your PAC to be approved by the state. You can find available courses at <http://www.redcross.org/portal/site/en/menuitem.d8aaecf214c576bf971e43181aa0/?vgnextoid=58d51a53f1c37110VgnVCM1000003481a10aRCRD&vgnextfmt=default>.

- _____ 7. **Verify Salary Status and Contract**
Verify with the Treasurer’s Office the salary you will be paid and responsibility for verifying information which may result in salary adjustments, if any.

- _____ 8. **Tax and State Retirement Forms**
Complete payroll forms for federal, state, and local (if applicable) tax deductions. Check to see if local taxes apply at your residence. The retirement form is required to establish a state retirement account or to record an employer change. No paycheck can be issued prior to receipt of tax and retirement forms by the Treasurer.

- _____ 9. **Approved Online Concussion Education Courses**
The following free online training courses have been approved by the Ohio Department of Health for coaches and contest officials:
National Federation of State High School Associations Concussions in Sports – What You Need to Know:
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000> This free online course is available through the NFHS. Click the “order here” button and complete a brief registration form to take the course. Follow these steps to complete the course:
 1. Click on the button that says “Please Login to Order.” In the window that appears, click “Register Now.”
 2. When your registration is complete, you may “order” the free concussion course offered along the left-hand side of the page. Continue to follow prompts. Although it may look like you will be charged for the course, there is no cost.
 3. Once you’ve completed “Checkout,” you will be able to take the free online course.
 4. When you have completed and passed the course, you have the option of printing a certificate of completion. (Recommended for your file)
 5. All Ohio Officials should select this option to print, retain a copy of the certificate and carry it with them to all contests.