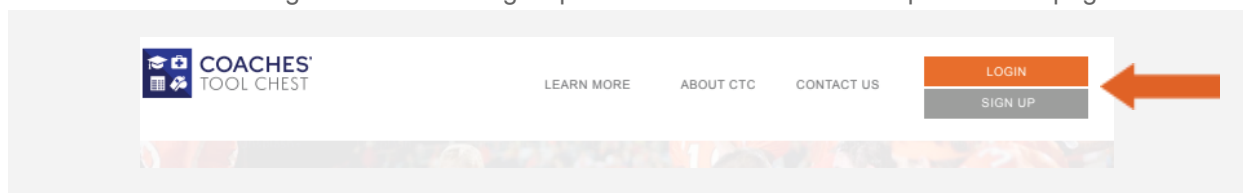




## INSTRUCTIONS TO GET STARTED FOR THE 26-27 PLATFORM

1. The 26-27 course is available starting on April 1, 2026.
2. To get started, go to [www.coachestoolchest.com](http://www.coachestoolchest.com)
3. If you are a returning user, click the orange “Login” button to enter your username and password. Your username is your email address.
4. If you are a new user, click the gray “Sign Up” button. Select your school district, your school and the sport you coach. If your school or school district is not an option - please email [info@coachestoolchest.com](mailto:info@coachestoolchest.com) and let us know so we can add it.

Both the “Login” button and “Sign Up” button are located at the top of the webpage.



5. Enter the individual code that was provided to you by your athletic department. This will take the price from \$49 to a discounted price (based on the code your athletic department purchased).

**School Purchased Code (if applicable)**

**Subscriber Information**

**First Name**  **Last Name**

6. Once registered or logged in, click on the “Start/Resume Test” button to complete the training/assessments.
7. Once completed, download your certificate and send it to the athletic office. If your school uses Final Forms - contact [support@finalforms.com](mailto:support@finalforms.com) and turn on the CTC sync to update your coaches automatically.

**If you have questions or need assistance click on the “Chat” button, email [info@coachestoolchest.com](mailto:info@coachestoolchest.com) or call 513-486-6463.**

### CONTACT US



[info@coachestoolchest.com](mailto:info@coachestoolchest.com)



513.468.6463



[www.coachestoolchest.com](http://www.coachestoolchest.com)

# FREQUENTLY ASKED QUESTIONS ABOUT COACHES' TOOL CHEST

## 1. What is Coaches' Tool Chest (CTC)?

- CTC is a web based certification program fully approved by the Ohio Department of Health (ODH), the Ohio Department of Education (ODE) and the Ohio Department of Mental Health and Addiction Services to provide Ohio coaches with one location to complete all coaching certification requirements to obtain or maintain your Pupil Activity Permit. This includes First Aid, CPR, Sudden Cardiac / Lindsay's Law, PBIS Professional Development and Mental Health Training. Additionally, CTC is an approved alternative to the Coaching Fundamentals requirement by the Ohio Department of Education.
- Coaches' Tool Chest also includes the required Ohio Auditor of State training for Fraud Training and Ohio Revised Code training for all employees including AED Training, FERPA, Seizures and Parents Right To Know.

## 2. Why are over 600 school districts in the State of Ohio using CTC?

- It saves coaches and athletic staff time
- One place coaches need to go each year to meet requirements to coach
- No more tracking of staggered expiration dates
- Quality, updated professional development for our coaches
- Everything we teach is meant to be actionable and useful for a coach

## 3. How long does CTC certification take?

- For most coaches, it will take about 75-90 minutes to complete the entire course.

## 4. How long is the certification good for?

- The certification is good from the time of completion until June 30th of the school year for which the certification was completed. The platform rolls over to the following year on April 1st (so April 1, 2026 the course is good through June 30, 2027).

## 5. Will I still need to apply/renew my PAP?

- Yes, CTC provides the coursework to then apply for your Pupil Activity Permit as needed (every 3,4 or 5 years).
- **NOTE- you MUST upload your CTC Certificate to your PAP application via OHID**
  - Login to OHID Account
  - Go to the main home page in the CORE APP
  - Go to My Documents and click 'Click to View +'
  - Click 'Upload Documents'
  - Select 'Other Document'
  - Attach your Coaches Tool Chest Certificate

## 6. Why is annual training a higher standard than training every 3 or 4 years?

- **Stress reveals preparation gaps** — In high-pressure moments, coaches act on deeply ingrained knowledge. Annual training uses spaced repetition to strengthen recall, so critical skills are automatic when it matters most.
- **Frequency builds retention** — Research shows revisiting important information regularly leads to faster, more accurate recall under stress. Every 3 years simply isn't enough to keep life-saving skills sharp.
- **You don't rise to your certification date — you fall to your level of preparation.** Annual training ensures coaches are always ready to save lives, protect athletes, and lead with confidence.