PUPIL ACTIVITY PERMIT APPLICATION CHECKLIST

Updated by ODE 10/23/2020

Ashtabula County
Educational Service Center

Applicant Name _____

School District _____   Educator ID # : _____

Building _____   Sport _____

This checklist must be completed for all applications for a Pupil Activity Permit and must be signed by the approved district designee. Upon receipt of this checklist the ACESC will approve the application.

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. See rule 3301-27-01 of the Ohio Administrative Code.

STEPS FOR THOSE REQUESTING A PERMIT (NEW OR RENEWAL)

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. Directions for your background check can be found on the Ashtabula County Educational Service Center's website.

TRAINING

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).

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.
   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 renew the Sudden Cardiac Arrest training also known as Lindsay's Law. Although districts may choose how they will verify completion of this requirement, the Department encourages use of its Learning Management System (LMS) to access the Lindsay's Law course. Coaches must have an active or pending Pupil Activity Permit application to access the LMS system. Once the permit is in the active or pending status, you may access the LMS through your OH|ID account. On the LMS homepage at top right corner, 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 work with your local district regarding approval of alternative options to meeting this requirement as explained on the Ohio Department of Health website.

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.

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.

DISTRICT VERIFICATION

Your signature below certifies that the above applicant for a coaching permit has valid training or certification in **all** required areas as outlined here.

District Designee Name (please print)_____

District Designee Signature_____ Date_____