Ashtabula County
Educational Service Center

Applicant Name_____

School District_____ Educator ID # :_____
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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.

Pupil activity (coaching) 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 a pupil-activity permit must complete the requirements outlined here. Applicants, schools and districts may download and print the Pupil-Activity Permit Application Checklist for guidance through the application process.

Please note that individuals who hold a valid standard or alternative teacher or principal license are not required to hold a pupil-activity permit 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.

Districts are to verify **all** training for pupil-activity permits. School district e-signers will confirm that all applicants for pupil-activity permits have valid training or certification in **all** required areas, as outlined in the **Training Requirements** section below.

STEPS FOR THOSE REQUESTING A PERMIT (NEW OR RENEWAL)
Contact the School District
Applicants must first complete the process for serving as a coach or activity director at the school or district where they wish to coach or direct. Applicants must notify the school or district that they will be submitting the online application for the pupil-activity permit. The superintendent or designee will need to electronically sign the application.

Complete Background Checks
All applicants must have current background checks on file with the State Board of Education. Those renewing their permit can check the date of their last background check from their CORE Dashboard. Applicants should contact their school or district to determine where its staff members complete background checks.

Fulfill Training Requirements
There are six categories of training. Applicants are to check with their school districts about preferences and procedures related to each category and provide documentation to their districts that they met requirements. Pupil-activity permit holders should keep record of any expiration dates for their training sessions so that they can re-take them before they expire (dates vary). All certification documents are to be submitted to the school or district requiring the pupil-activity permit for verification. Applicants should submit only the Mental Health Training certification with the online application for verification by the Office of Educator Licensure and Effectiveness.

1. **<u>Fundamentals of</u> Coaching** -- Fulfill this one-time training requirement through one of the following training options:
   - [The National Federation of State High School Associations (NFHS)](#)
   - [Coaches' Tool Chest](#)

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. State Board of Education-approved pupil-activity first aid training program. Search for a program during a given time span by [entering a beginning and ending date here](#). 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)
   D. College or university courses. Courses must be completed within the past three years and be related to first aid or athletic training.
   E. Professional licenses or certifications. The following licenses and certifications fulfill the first aid training requirement: MD, DO, DC, PA, RN, EMR, EMT, AEMT, Paramedic, ATC and SCS. The professional board license must be active.
   F. [Coaches' Tool Chest](#)

4. **Concussion Training** -- Complete this requirement through an [Ohio Department of Health](#) approved provider.

5. **Sudden Cardiac Arrest Training** - Fulfill this requirement through one of the following training options:
   - [Learning Management System (LMS)](#). Applicants must have an active pupil-activity permit (or other credential issued by the State Board of Education) OR have submitted an application for a permit with the State Board of Education to access the Lindsay's Law course through the LMS. Applicants may access the LMS through their [OHID account](#) once they have [fully set-up](#) their OHID account and submitted their application for the pupil-activity permit (please allow at least 24 hours after completing the OHID account set-up for the LMS application to appear in the OHID Portal). Click the Course Catalog link on the LMS homepage at top right corner. Then search for Sudden Cardiac Arrest to find the course. After applicants view the materials and pass a short test, they may download and print their certificate of completion.
   - [Coaches' Tool Chest](#) Visit the [Ohio Department of Health website](#) for more information regarding this required training.

6. **Mental Health Training** -- Effective October 3, 2023, Ohio law requires all athletic coaches to complete a student mental health training course approved by the Ohio Department of Mental Health and Addiction Services. The new training requirement supports [Future Forward Ohio](#), highlighting student wellness as one of Ohio's strategic priorities for education. The training will help coaches recognize risk factors, signs of suicidal ideation, symptoms of common mental health disorders and learn strategies to support youth experiencing common mental health concerns.

Any individual applying to renew their permit (or who held a permit and is applying for a different multi-year pupil-activity permit, such as a 4-Year or 5-Year) on or after October 3, 2023, must submit a certificate of completion from an approved course list to the Office of Educator Licensure and Effectiveness with their application. New athletic coaches have the duration of their permit to complete the training.

Please access the approved trainings through the [Ohio Department of Mental Health and Addiction Services webpage](). Contact the [Ohio Department of Mental Health and Addiction Services]() for questions regarding approved training programs.

Application Instructions
Access your [OHID account]() (you will need to create an OHID account if you do not already have one). Click Educator Licensure and Records (CORE).

Complete and submit the online Pupil Activity Permit (PAP) application from your CORE Dashboard. Note that if you hold an active 4-Year (Alternative or Standard) Resident Educator or 5-Year Professional license, you will apply for the 4-Year or 5-Year PAP respectively. If you hold a permanent teaching license, you may also apply for the 5-Year PAP. Otherwise, please apply for the 3-Year PAP.

Click *Help* in the blue **Messages & Notifications** section of your CORE Dashboard to access the CORE User Manual for complete instructions.

Additional Information
Individuals or organizations who wish to become approved first aid or first response program providers for pupil-activity permit holders should download the [Guidelines for Pupil-Activity Permit First Aid Program Providers](). The packet includes important information as well as the applications for those who seek to become providers (or those who need to update current program information).

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_____