



Pupil Activity Permit (Coaching) Renewal Fact Sheet

Things You Need to Know



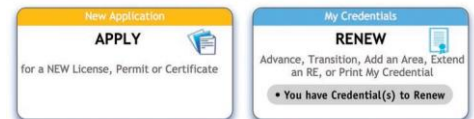
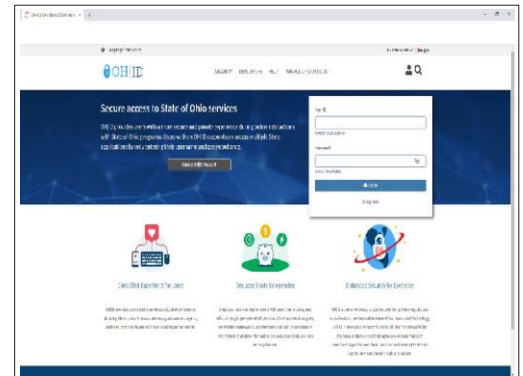
Based on your classification within CMSD your Pupil Activity Permit must be renewed between every three (3) and five (5) years. Proper certification is required prior to participation in any coaching activity, including preseason, to be compensated.

License information can be viewed in your Workday profile by choosing Career, then choosing Certifications. If you do not intend to renew your expiring credentials, send an email to Licensing@ClevelandMetroSchools.org.

Five Easy Steps to Renew Your Permit



1. Click the link below to access the Ohio Dept. of Education (ODE).
<https://ohid.ohio.gov/wps/portal/gov/ohid>
 - Sign in using your existing ODE login information or
 - Select Create OH/ID Account to create an account
2. Select APPLY or RENEW to open the application. Be sure to use the CMSD IRN 043786.
3. Complete all required information on each screen.
4. Pay the fee once you've completed the application process. (Payment by credit card only.)
5. Submit the following supporting documentation:
 - Fundamentals of Coaching
 - CPR Training
 - First Aid for Coaches
 - Concussion Training
 - Sudden Cardiac Arrest



Submit documents using this form:
[Pupil Activity Permit Supporting Documentation](#)

Background Check Requirements



Ohio law does not require individuals continuously residing in Ohio to do a BCI check, but must obtain an updated FBI check once every five (5) years. Individuals who have not continuously lived in Ohio, since their last background check requires both BCI and FBI background checks. You may look up the date of your most recent background checks while completing an application for any educator license through the CORE licensure system tool within ODE.CORE. This is accessible through your OH/ID account.

Click the following link for detailed information about background checks done through CMSD Safety & Security department. ClevelandMetroSchools.org/Page/3464

Additional Information



Contact a CMSD Licensure Coordinator at licensing@clevelandmetroschools.org.

Ohio Dept of Education Fees for Licensure Applications
Education.Ohio.Gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications