



Coaching Permits

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 a three-year permit through the Ohio Department of Education’s Office of Educator Licensure must complete the requirements outlined here.

STEPS FOR THOSE REQUESTING A PERMIT (NEW OR RENEWAL)

On Your Mark – Contact the school district

The hiring process. Your first step is to complete the hiring process for serving as a coach or activity director at the school or district where you wish to coach. Be sure to notify the school or district that you will be submitting your permit application request; the superintendent or a credentialed e-signer will need to electronically sign your application.

Background check. Make sure you have an up-to-date background check

(<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/Background-Check-FAQs>) on file. If you are renewing, you can check the date of your last background check while completing the application or by looking up your record here

(<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>). You can ask your district where its staff members start this process if you need to request a new or updated background check.

Get Ready – Fulfill your training requirements

There are four categories of training below. Applicants should check with their school districts about preferences and procedures related to each area. In most cases, applicants will need to provide documentation of meeting requirements to either their districts or the department. We encourage coaches to keep record of any expiration dates for their training sessions so that they can re-take them as needed before renewing their permits.

TRAINING	WHO VERIFIES?	FREQUENCY
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<p>1. Fundamentals of Coaching (http://nfhslearn.com/courses/61026) - The National Federation of State High School Associations presents this series of online modules.</p>	<p>The District</p>	<p>One-time training.</p>
<p>2. Cardiopulmonary Resuscitation (CPR) training - Fulfill this requirement through a course approved by the district.</p>	<p>The District; applicant provides certificate.</p>	<p>Depends upon training program.</p>
<p>3. First Aid for Coaches - Fulfill this requirement through one of the four categories of options outlined below:</p> <p>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 here (https://core.ode.state.oh.us/CORE3/ODE.CORE.PPA.Public.UI/).</p>	<p>The Ohio Department of Education; training provider submits proof of participant completion.</p>	<p>For A and B: depends upon training program.</p>
<p>B. Nationally approved programs. Select one:</p> <p>Red Cross (http://www.redcross.org/take-a-class/course-dowbt000000000010053) (First Aid Health and Safety for Coaches);</p> <p>American Sport Education Program (Sport First Aid (http://www.asep.com/asep_content/org/OHSAA.cfm));</p> <p>National Federation of State High School Associations (First Aid Health and Safety for Coaches (http://nfhslearn.com/courses/26)).</p>	<p>The Ohio Department of Education; applicant uploads certificate.</p>	
<p>C. College or university courses. Courses must be completed within the past three years and be related to first aid or athletic training.</p>	<p>The Ohio Department of Education; applicant uploads transcript in step 3 of application.</p>	

D. Medical licenses.

The licenses M.D., D.O, D.C., R.N., EMT and A.T.C. fulfill the first aid training requirement.

The Ohio Department of Education; applicant mails or uploads copy of board license.

<p>4. Concussion Training - Complete one of the hour-long courses on concussion training that are free if you follow directions on the Ohio Department of Health website (http://www.healthy.ohio.gov/vipp/concussion.aspx). The online courses are:</p>	<p>The Ohio Department of Education; applicant uploads certificate in step 3 of application.</p>	<p>Depends upon training program.</p>
<p>The National Federation of State High School Associations' training program "Concussion in Sports – What you Need to Know" (http://nfhslearn.com/courses/38000);</p>		
<p>National Alliance for Youth Sports Concussion Training (http://www.nays.org/nyscaonline/preview/concussion-training.cfm);</p>		
<p>National Centers for Disease Control and Prevention program "Heads Up – Concussion in Youth Sports Online Training Program." (http://www.cdc.gov/headsup/youthsports/training/)</p>		

Get Set – Prepare for the online application

Make sure you have a SAFE account. If you are certain you do not have a SAFE account, set one up following the instructions here (<https://safe.ode.state.oh.us/portal>).

If you have a SAFE account but do not remember the user name or password, follow the prompts in the blue sign-in box on the SAFE portal (<https://safe.ode.state.oh.us/portal>) to reset your password. Please do not set up a second SAFE account. If you need assistance, you may contact (877) 644-6338 or SAFE.admin@education.ohio.gov (<mailto:SAFE.admin@education.ohio.gov>).

IRN - Ask your district for its Information Retrieval Number (IRN).

GO – Use a set-by-step guide while completing the online application

Application Guide for NEW Coaching Permits (</getattachment/Topics/Teaching/Educator->

[Licensure/Audiences/Coaching-Permits/COACHES_INITIAL_APPLICATION-_GUIDE.pdf.aspx](#)

Application Guide for RENEWAL of Coaching Permits ([/getattachment/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits/RENEWAL_GUIDE_COACHES.pdf.aspx](#))

To Check the Application Status

1. Log into your SAFE account (<https://safe.ode.state.oh.us/portal/>).
2. From the SAFE menu, click on ODE.CORE.
3. Select *STATUS - My Applications*.
4. Under *Status*, your application will say one of the following:

Waiting for Approver Signature – signifies that the application is awaiting review and approval by the e-signer at your district. If approved, your application will move forward in the review process.

Pending review – means that ODE's Office of Educator Licensure is reviewing the application.

5. If your application status is *on hold*, please read the detailed message within the My Applications area (see the Status column) that explains the reason for the "on hold" message. You also will receive an email from the CORE system with this same message, which may ask you to take additional steps before your license request can move forward in the review process.

Additional Information

First Aid Program - Pupil Activity Provider Packet

(<http://education.ohio.gov/getattachment/Topics/Teaching/Educator-Licensure/Coaching-Permits/PA-Guidelines.pdf.aspx>) - 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

(<http://codes.ohio.gov/oac/3301-27>) - Ohio Administrative Code pupil activity program requirements.

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How to obtain a Pupil Activity Permit for Coaches

New or Renewal

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. Applicants must complete requirements and apply for a three year permit through the Ohio Department of Education's Office of Educator Licensure.

ODE Directions for obtaining or renewing a permit

1. Contact the school or district where you wish to coach and confirm your acceptance as a coach or activity director. If you have already confirmed your acceptance please follow the below directions.
2. In order for the superintendent or his designee to electronically sign your application you must:
 1. Visit <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits> for detailed information on how to apply for a Pupil Activity Permit
 2. Use the **CMSD IRN number 043786** to successfully complete the application.
 3. Submit a copy of
 - Fundamentals of Coaching Certificate
 - Concussion Training Certificate *
 - CPR Certification
 - Proof of one of the Approved Sports Injury Prevention Programs *
 - Payment Confirmation (used to verify that your application has been submitted successfully

NER PER ODE- For verification purposes you must upload your Concussion Training Certificate & Proof of one of the APPROVED SPORTS INJURY PREVENTION PROGRAMS to your ODE SAFE account.

Once all documents are received and reviewed, the District will electronically sign your application.

***IMPORTANT* Since September 2014, ODE no longer issues paper licenses; therefor make sure you provide a valid email address through your SAFE account in order to receive your Pupil Activity Permit.**

Please note: Pupil Activity Permits (Coaching licenses) cannot be sponsored or renewed without the submission of required documentation to Human Resources.