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**MEMORANDUM**

TO: Principals, Athletic Directors, Extramural Directors

FROM: Desiree M. Powell, Director  
Interscholastic Athletics, Health, Physical Education & Student Activities

DATE: August 7, 2018

RE: Pupil Activity Permit Certification Requirements 2017-2018

Schools are reminded, per Ohio Revised Administrative Code 3301-27-01 (June 1995): Section 3313.53, any individual sponsoring activities, must have a valid Pupil Activity Permit (PAP) registered with the Ohio Department of Education. ORC 3313.539 requires coaches to have current certifications in the following areas: Adult CPR w/AED, First Aid, Health & Safety for Coaches, Concussion Management, the NFHS "Fundamentals of Coaching" class offered online through the Ohio High School Athletic Association (OHSAA), and the new Lindsay's Law (Sudden Cardiac Arrest), 20-minute video on ODE's Learning Management System. Any staff member, not properly certified, cannot coach/sponsor any activity. Activities needing the Pupil Activity Permit are as follows:

**HIGH SCHOOL**

All Interscholastic Athletics  
All Extramural Activities  
Intramural Directors  
Powerlifting Sponsor  
Cheerleader Advisor  
Hi-Stepper Advisor  
Military Drill Advisor  
Marching Band Director  
Dramatics Director

**GRADE 6-8 SCHOOLS**

All Interscholastic Athletics  
Intramural Directors  
Cheerleader Advisor  
Hi-Stepper Advisor  
Military Drill Advisor  
Dramatics Director

**GRADE 1-5 SCHOOLS**

Vigorous Physical Activities

Copies of all certifications and the Pupil Activity Permit must be filed with the CMSD Human Resources Department. Sponsors are reminded to put the **school name** on the copy when emailing the paperwork to: Luther Johnson, Human Resources Department, at [luther.johnson@clevelandmetroschools.org](mailto:luther.johnson@clevelandmetroschools.org).

**NOTE:**

***Individuals CANNOT be interviewed or hired into supplemental contract positions without the PAP certification. Individuals, who have been hired, must have the appropriate certification, to direct or coach a pupil activity. Principals must certify and verify all state and CMSD required certification for new and renewed differential positions.***

***All differential positions, new or renewed, must be approved by the Cleveland Board of Education at a scheduled board meeting, through a supplemental contract, prior to the start of coaching. Refer to the Human Resources' Coaching Differential Guide for additional information.***

Please see attached compliance Instructions which outline all the requirements regarding the PAP certification process.

If you have any questions, please contact the Student Activities Office at 216-838-0266.

xc: Karen H. Thompson, Deputy Chief Curriculum & Instruction



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**ATHLETIC LEAGUE**



# Compliance Instructions for the Pupil Activity Permit

Please carefully read the instructions below in order to successfully submit the required documentation to receive the Ohio Department of Education's (ODE), Pupil Activity Permit.

In order to **APPLY** for the Pupil Activity Permit (PAP), you must have completed the following:

- **A 2-year First Aid, Health & Safety for Coaches, and Adult CPR/AED certification.** Call the American Red Cross at 1.800.733.2767, or visit their website at [www.classes.redcross.org](http://www.classes.redcross.org) to obtain a listing of training classes. Training for First Aid, Health & Safety for Coaches and Adult CPR/AED are also available through CPROhio. Call 216.251.0747, or access their website: [www.cprohio.com](http://www.cprohio.com) for a course listing. The Cleveland Clinic Sports Health Center offers the Sports Medicine/PAV class. Register online at [www.sports-health.org](http://www.sports-health.org). Meditrain Ohio offers Adult CPR/AED classes. Visit their website at [www.meditrainoh.com](http://www.meditrainoh.com) to register.
- **The NFHS "Fundamentals of Coaching" class is offered online with the Ohio High School Athletic Association (OHSAA), [www.ohsaa.org](http://www.ohsaa.org). Cost: \$65.00**

Log onto the OHSAA website, [www.ohsaa.org](http://www.ohsaa.org), click on the Coaches Corner icon, click on Coach Education icon, then FCC page to click on the "Online" version of the course. Click on the **Coaches Education Information Packet** to download the background information regarding the course.
- **Other online certification websites:**
  - [www.nfhslearn.com](http://www.nfhslearn.com) – select First Aid, Health and Safety for Coaches. **Cost: \$45.00**
  - [www.asep.com](http://www.asep.com) – select – Sports First Aid – 5<sup>th</sup> Edition. **Cost: \$50.00**
- **Concussion Management Certification:**
  - [www.nfhslearn.com](http://www.nfhslearn.com). **Cost: Free**
- **(New) Sudden Cardiac Arrest Law, aka—Lindsay's Law** – Each year, review the Ohio Department of Health's video and fact sheet on ODE's Learning Management System. **Cost: Free**
- **A current FBI/BCI, registered with the Ohio Department of Education (ODE), provided through the Department of Safety and Security, East Professional Center, 1349 E. 79<sup>th</sup> Street. Cost: \$46.00. Hours – Monday, Wednesday, & Friday, 9 – 11:00 a.m. & 2-4:00 p.m.**
  - If you are a certificated teacher, your background check is renewed along with your teacher certification.
  - For all others, your background check must be done within the same year that you are applying for the PAV.

**What to Submit to the Human Resources Department, Room 220, East Professional Center:**

- A copy of your CPR/w AED, First Aid Health & Safety for Coaches, Concussion Management, Fundamentals of Coaching & Sudden Cardiac Arrest certifications.
- Complete the PAP application, pay the **\$45.00 fee**, list the Districts' IRN (043786) on the ODE website and print out a copy of the receipt to send along with certification materials.
- Send an email with uploaded copies of above certifications and application receipt to **Terresa Franklin** of the Human Resources Department. *She will authorize your application by E-signature on the ODE website.*

**On the PAP application, designate the following:**

- Effective year of the permit: **July 1, 2018.**
- **KEEP COPIES OF ALL THE ORIGINAL CERTIFICATIONS IN A SECURE PLACE OR FILE.** Give a copy of your Pupil Activity Permit to your athletic director and/or principal.