

Instructions to Obtain Pupil Activity Permit
**** School does NOT reimburse paid coaches****

**** All PAID and VOLUNTEER coaches are required to obtain a Pupil Activity Permit through the Ohio Department of Education to work with, supervise or coach student-athletes in Ohio.****
****ALL Paid and Volunteer coaches are bound by all regulations of the OHSAA****

This is what needs done before applying for your permit online –

- **Fundamentals of Coaching** – Needs completed just one time - done online - \$65.00 Fee. NFHSLearn.com is the website to complete this.
- **CPR** - We offer it for FREE at LCHS usually before the start of each new season. If you take this online or at another location and there is a fee for it, you are responsible for the fee and will NOT be reimbursed. Usually good for 2 years.
- **First Aid/PAV** – These are held throughout the year at various locations. This needs renewed every 3 years - usually when you need to reapply for your Pupil Activity Permit. This information is sent directly to ODE when the course is taken – but please give me a copy of the certificate you receive at the end of the course. This course is free if taken at one of the locations we provide to you. Once again, if you choose to take it online or someplace else and there is a fee, you are responsible for the fee. Others Options are:
 - A. **Ohio Department of Education-approved pupil activity program**
 - B. **Nationally approved programs**
Select one:
 - [Red Cross](#) (First Aid Health and Safety for Coaches)
 - Human Kinetics Coach Education Center ([Sport First Aid](#));
 - National Federation of State High School Associations ([First Aid Health and Safety for Coaches](#)).
 - [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. **Medical licenses** - 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.
- **Concussion In Sports** - Every 3 years – done online
Complete one of the two approved courses on concussion training through the Ohio Department of Health Website:
 - The NFHS “Concussion in Sports – What You Need to Know.” This is available through the NFHS website at www.nfhslearn.com
 - National Centers for Disease Control and Prevention program “[Heads Up – Concussion in Youth Sports Online Training Program](#)”Note – Both courses are free of charge and may be completed online in about an hour. Print out your certificate of completion and send to Mrs. Shafer.
- **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 review the video on the [Ohio Department of Health website](#). Then see Mrs. Shafer for a “Sudden Cardiac Arrest Acknowledgement” form to sign off on and return to her.

OVER PLEASE ----

- **FBI Fingerprinting** - every 5 years – see attached sheet for information on where to get it done. School does NOT reimburse paid coaches. You must apply for your pupil activity permit within 1 year of getting your fingerprints done or they are void and must be redone. PLEASE MAKE SURE THEY PUT THIS CODE ON THE FINGERPRINT FORM SO THEY GET SENT TO ODE – 3319.291. Ask if they can send a copy to the school also.
- **BCI Fingerprinting** – Needs only done 1x if you continually reside in the state of Ohio. If you leave the state and return then you need to have it redone. School does NOT reimburse for paid coaches. MAKE SURE THEY PUT THIS CODE ON THE FINGERPRINT FORM SO THEY GET SENT TO ODE – 3319.291
- **Pupil Activity Permit** – APPLY FOR AFTER ALL OF THE ABOVE STEPS ARE COMPLETE - Every 3 years (or longer – if applicable) – apply for online. Go to: education.ohio.gov to access the ODE website and to apply for your license. Click on LOGIN at the very top and it will take you to another screen. Click on OH/ID PORTAL and you are on your way!!

I will need copies of any “certificates” you get after completing the above courses – you can email them to me. Once you apply for your permit online, the school superintendent, checks with me to make sure all qualifications are met before he approves it.

Please feel free to email me at dshafer@libertycenterschools.org with any questions.

Thanks!

Dee-Ann