

Required Coaching Permit at Walnut Hills High School

PASP

Pupil Activity Permits are required for individuals who will direct, supervise or coach a student activity program that involves athletics. Applicants must complete requirements and apply for a three-year permit through the Ohio Department of Education's Office of Educator Licensure.

Requirements for obtaining or renewing a permit

1. Complete the [National Federation of State High School Associations fundamentals of coaching class](#). (This is a one-time training required of all coaches; the district must verify completion).
2. Have a current, valid certificate of an approved (CPR) training course. The district must verify completion.
3. Have a [background check](#) on file at ODE. This includes FBI and BCI.
4. Complete one of the training programs below on first aid for coaches. (Note that having a medical license (M.D., D.O, D.C., R.N., EMT, A.T.C.) fulfills the first aid training requirement.)
 - Ohio Department of Education Approved Pupil Activity Program.
 - Nationally approved programs: Approved Red Cross (First Aid Health and Safety for Coaches) or American Sport Education Program (Sport First Aid - Fourth Edition), or National Federation of State High School Association (First Aid for Coaches or First Aid Health and Safety for Coaches). Submit proof of completion in Step 3 of the online application.
 - College or university coursework completed within the past three years related to first aid or athletic training. Applicant or university must send ODE an official transcript.
5. Complete one approved course on concussion training. These courses are free and may be completed online in about an hour. You will need to upload your certificate of completion as you submit your permit application request online. The course is: NFHS training program "Concussion in Sports – What you Need to Know;"

Getting started with the online application

First-time permit

- [Following the instructions here, create a SAFE account](#).
- Access the [SAFE account](#) once it is set up and confirmed.
- Click on ODE CORE.
- Click on My Educator Profile.
- On the My Information screen, make sure information is accurate and complete.
- At top left under My Educator Profile, select My Applications from the drop-down menu.
- Click on New Credential Application.
- Open the + symbol next to Permits and select Pupil Activity/Coaching Permit.
- Click on Apply. Follow the instructions under "three steps for completing all applications" below.

Renewal of a permit

- Create or access your existing [SAFE account](#).
- Click on ODE CORE.
- Click on My Educator Profile.
- From top left under My Educator Profile, select My Credentials
- Select your Pupil Activity Permit credential
- At the drop-down menu marked Select Action, select Renew Permit.
- Follow the instructions under “three steps for completing all applications” below.

Three steps for completing all applications

Step 1: Verify that Pupil Activity Permit appears here. Then click on “save application and next.” (You will not need to enter any data under the teaching fields, endorsement and limitation headings here.)

Step 2: Select Organization – here you will need to designate the school district where you are going to coach. **When you are selecting the school district, you MUST select Cincinnati City (IRN: 043752) Select Cincinnati Public Schools. Type in the IRN number 043752 and click FIND.** Next, complete the answers to questions on this screen, including how you completed the first aid requirement. If you met the first aid requirement by completing an ODE-approved pupil activity program, selection option 1; you will not need to upload a certificate in step 3.

Step 3: Application Documents – This is where an applicant uploads certificates of completion for certain training courses (see #4 and #5 under requirements above).

At the final screen, your three-year pupil activity permit will be highlighted. Click on Select and Pay. Follow the prompts until you can submit your electronic check or credit card payment. The payment due is \$45.

To Check the Application Status

1. Log into your [SAFE account](#).
2. From the SAFE menu, click on ODE.CORE.
3. Select *My Educator Profile* and choose the tab *My Applications*.
4. Click *Go to My Applications*. 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.

QUESTIONS???

Contact the Office of Educator Licensure-Contact Person: Curtis Hewitt

(P) 614-466-3593

(P) 877-644-6338 (toll free)

Curtis.Hewitt@education.ohio.gov