



## Guidelines for Pupil Activity Permit

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

Detailed information on the requirements and applying on line for a Pupil Activity Permit can be found by visiting <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>

### OVERVIEW

- 1) **Attend a Pupil Activity Program-** this is frequently referred to as Coaches' First Aid or Sports Medicine Program. Options for this:
  - Contact Jeff Fitz (404-1932) to enroll in a class (he usually teaches this class in May)
  - Contact Tony Romano (615-7100)
  - Online: [www.nfhslearn.com](http://www.nfhslearn.com) (First Aid, Health & Safety for Coaches)
- 2) **Fundamentals of Coaching-**All coaches must have this to apply for a Pupil Activity License. It is a mandatory requirement that only has to be taken once. Once the course is complete, you must print out the certificate of completion. (This has to be on file at Elder High School). This course is available at [www.nfhslearn.com](http://www.nfhslearn.com)
- 3) **Concussions Course-** All coaches must have this to apply for a Pupil Activity License. It is a mandatory requirement that only has to be taken once. Once the course is complete, you must print out the certificate of completion. (This has to be on file at Elder High School). This free course is available at [www.healthy.ohio.gov/concussion#training](http://www.healthy.ohio.gov/concussion#training) or [www.nfhslearn.com](http://www.nfhslearn.com)
- 4) **Application for Certification-** Visit the Ohio Department of Education website. You will need to follow the directions to set up a "Safe" account with the Department of Education. Make sure you check to send the Pupil Activity Permit to Elder High School, not your home address. Along with completing the application, you will need to send them a copy of your Concussions Certificate and proof of the Pupil Activity Program. (Please note that is a \$45 fee for this).
- 5) **Fingerprints-** In order to receive the Pupil Activity Permit from the state, you will need to be fingerprinted. You will need both BCI and FBI fingerprints to be sent to The Ohio Department of Education AND to the Archdiocese of Cincinnati to meet the VIRTUS compliance. It is highly recommended that you go to the Selection.com office to be fingerprinted. This ensures the results are sent to both locations and significantly speeds up the process to get clearance from the Archdiocese. Finger print locations for Selection.com are:
  - 155 Tri County Pkwy Cincinnati, OH 45246
  - 1711 Runway Drive Middletown, OH 45042

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## ELDER HIGH SCHOOL®

- Mobile units may be available check website for details

After completing these steps, the Ohio Department of Education will issue your Pupil Activity Permit. It comes in two parts- top copy is the “employer copy” and the other copy is for you. It will be mailed to Elder High School. Elder will keep the employer copy and mail you the other original.

The Pupil Activity Permit is good for (3) years. Simply attending the course does not fulfill your requirement, you must get the certificate from the State to be paid by Elder High School.

Additionally, you will be required to have a current CPR certification. Options to complete this certification:

- Attend an American Red Cross CPR program. The cost is \$20 and is good for (2) years. Contact Jeff Fitz (404-1932)
- Attend an American Heart Association CPR program. Contact Tony Romano (615-7100)

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