Pupil-Activity Permit Application Checklist

This checklist is a resource for candidates to use when applying for an Ohio Pupil-Activity (Coaching) Permit. Additional information is available on the State Board of Education's Pupil-Activity (Coaching) Permits webpage.

☐ STEP 1: CONTACT A SCHOOL OR DISTRICT.

DO NOT apply for the pupil activity permit (new or renewal) through the online system until you have the authorization of the Ohio school or district in which you are working or volunteering. The organization's e-signer must approve the permit application. Record the school or district's information retrieval number (IRN) for use with the online application here:

☐ STEP 2: COMPLETE ALL TRAINING REQUIREMENTS.

There are six required training courses or certifications for pupil activity permits. **You must submit verification of your certifications and training to your school or district**. Do not upload them to your CORE Dashboard. Submit only the Mental Health Training certification with the online application for verification by the Office of Educator Licensure and Effectiveness. Refer to the approved certification providers on the Pupil-Activity (Coaching) Permits webpage.

- **FUNDAMENTALS OF COACHING** (One-time training only)
- **CARDIOPULMONARY RESUSCITATION (CPR) TRAINING**
- **FIRST AID FOR COACHES**
- **CONCUSSION TRAINING**
- **SUDDEN CARDIAC ARREST TRAINING**
- **MENTAL HEALTH TRAINING** (**certificate of completion must be submitted with renewal application**).

☐ STEP 3: COMPLETE BACKGROUND CHECKS.

You must have current background checks on file with the State Board of Education. Please see the Background Checks webpage for more information.

☐ STEP 4: COMPLETE AND SUBMIT THE ONLINE APPLICATION.

- Access your OHID account (you will need to create an OHID account if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Pupil Activity Permit (PAP) application from your CORE Dashboard. Note that if you hold an active 4-Year (Alternative or Standard) Resident Educator or 5-Year Professional license, you will apply for the 4-Year or 5-Year PAP respectively. If you hold a permanent teaching license, you may also apply for the 5-Year PAP. Otherwise, please apply for the 3-Year PAP.
- See the CORE Licensure System webpage for additional information.