

# Coaching Permits

The Pupil Activity Permit is required for a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. The cost is \$45 for a three year certificate and below are the requirements to receive this permit. If you have a 4 year resident educator teaching license or five year professional teaching license you have to get a 4 year (\$60) or 5 year (\$75) pupil activity permit (respectively).

Individuals who supervise, direct or coach a pupil activity program involving athletics, routine/regular physical activity, or health and safety considerations as determined by the local board of education are required to meet the requirements of the rule.

**NOTE: All coaches, paid or volunteer, shall meet these standards (Administrative Code 3301-27-01) in order to be in compliance with Ohio High School Athletic Association bylaws.**

## Requirements

1. Complete the [National Federation of State High School Associations fundamentals of coaching class](#) (A one-time training required of all coaches verified by school district). The cost is \$65. Please provide us with a copy of your certificate.
2. Successful completion of an approved CPR training course. You must have a current, valid certificate (verified by school district). Please provide us with a copy.
3. Complete one of the following first aid for coaches trainings:
  - o Ohio Department of Education [Approved Pupil Activity Program](#)
  - o Medical License: (M.D., D.O, D.C., R.N., EMT, A.T.C.)
  - o 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).
  - o College or university coursework completed within the past three years related to first aid training or athletic training.
4. Complete one approved course on concussion training through the [Ohio Department of Health](#) website: Both courses are free of charge, and may be completed online in about an hour. Print out your certificate of completion and upload a copy with the pupil activity permit online application.
  - o NFHS training program "Concussion in Sports – What you Need to Know"
  - o National Centers for Disease Control and Prevention program "Heads Up – Concussion in Youth Sports Online Training Program"
5. Have a current background check on file at ODE. **If you are a new employee, a FBI and BCI check is required.** You will need to go to the Sheriff's station or license bureau and have both a FBI and BCI fingerprint check. The cost is \$55 at the Sheriff's station for both. **Please have them send the results to ODE in order to fulfill the Pupil Activity Permit requirements.** The paper copy can be sent to 341 S. Nelson Avenue, Wilmington, OH 45177. Only FBI is required if you are not a new employee but need to renew your Pupil Activity permit or if it has been five years since your last fingerprinting.