

# Requirements for Coaching Permit

## Supplemental & Volunteer

### 1. BCI & FBI Fingerprinting

- BCI - only required once (new to district needs to be within the current year)
- FBI - once every five years
- This can be done at the ESC (Education Service Center)
- Take driver's license & social security card
- Return copy of fingerprint verification to (Superintendent's office)

### 2. PASV (Pupil Activity Supervisor Validation)

- Updated every three years
- Courses are available through Premier Health \$30
- Also have the option of completing a Nationally approved program:
  - American Red Cross "[Sport Safety Training](#)" (\$55)
  - The National Federation of State High School Association ([NFHS First Aid for Coaches](#)) [nfhslearn.org](#) (\$45)
- Return copy of certificate to the AD office

### 3. CPR/AED

- Updated every two years
- Available at school with Terri Greve (on set dates)
- Return copy of CPR card to AD office
- CPR online classes are **NOT** accepted

### 4. Fundamentals of Coaching Course

- One time course - paid by individual coach
  - Online (\$65)
  - [NFHS Fundamentals of Coaching Course](#)
- Print and return a copy of the certificate to the AD office

### 5. Concussion Training

- Complete one approved online concussion course
  - [nfhslearn.org](#) - "[Concussion in Sports - What you Need to Know](#)"
  - [cdc.gov](#) - "[Heads Up - Concussion in Youth Sports Online Program](#)"
- Print and return a copy of the certificate to the AD office
- All courses are free!

### 6. Cardiac Arrest (Lindsay's Law)

- Updated every year
- Complete the following and return the compliance form to the AD office
  1. Watch the required video ([Lindsey's Law Video](#))
  2. Read the required handout ([Lidsey's Law Handout](#))
  3. Complete the required compliance form ([Compliance Form](#))
    - Return completed form to the AD office
    - ONLY NEED TO SUBMIT THE COMPLIANCE FORM

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### 7. PAP (Pupil Activity Permit) “Coach’s Permit”

- After #1-6 have been completed you can now apply for your pupil activity permit
- Updated every 3-5 years depending on educator credentials.
  - 3 years if no other educator credentials
  - 4 years if a resident educator
  - 5 years for those who have a professional educator licensure
- Complete the Pupil Activity Permit Application on the ODE website through your OHID ([ohid.ohio.gov](http://ohid.ohio.gov)) account (\$60)
- Upon an approved permit, turn in a copy to the AD office

**REMEMBER:** print and/or have a copy made of all certificates and paperwork for the AD office to keep on file.

**\*ALL** certifications **MUST** be up to date by the **FIRST DAY OF PRACTICE** or you will **NOT** be permitted to coach