

Requirements for Coaching Permits

1. BCI & FBI Fingerprinting

- BCI - only required once
- FBI - once every five (5) years
- This can be done at the ESC (Education Service Center)
- Take Driver's License & Social Security Card
- Required for Volunteer and Supplemental coaches
- Return copy of fingerprint verification to AD office

2. PASV (Pupil Activity Supervisor Validation - various workshops)

- Required for all volunteer and supplemental coaches
- Updated every three (3) years
- Free Courses are available through Wayne Healthcare (will inform those who need to renew of available classes)
- Also have the option of completing a Nationally approved programs:
 - Approved Red Cross “**Sport Safety Training,**” or **American Sport Education Program**
 - National Federation of State High School Association (**NFHS First Aid for Coaches**). nfhslearn.org (45\$)

3. PAP (Pupil Activity Permit)

- Required for all Volunteer and supplemental coaches
- Updated every 3-5 years depending on educator credentials. 3 years if no other educator credentials, 4 years if a resident educator and 5 years for those who have a professional educator licensure.
- Complete the Pupil Activity Permit Application on the ODE website through your SAFE account (60\$).
- Upon an approved permit, turn in a copy to the AD office.

4. CPR/AED

- Required for all volunteer and supplemental coaches
- Updated every two (2) years
- Available through Wayne Healthcare
- Return copy of CPR card to AD office
- CPR classes online are **NOT** accepted

5. Fundamentals of Coaching Course

- Required for all volunteer and supplemental coaches
- One time course - paid by individual coach
 - online - \$65
 - Complete at nfhslearn.org
- This course does **not** replace the PASV certification (both must be completed when PASV certification is due)
- Print and return a copy of the certificate to the AD office

6. Concussion Training

- Required for all volunteer and supplemental coaches
- complete one approved online concussion course
 - NFHS training program “Concussion in Sports – What you Need to Know” nfhslearn.org
 - National Centers for Disease Control and Prevention program “Heads Up – Concussion in Youth Sports Online Training Program”
- Print and return a copy of the certificate to the AD office (required for the Pupil Activity Permit)
- All courses are free of charge

7. Cardiac Arrest (Lindsay’s Law)

- Required for all volunteer and supplemental coaches
- Free of charge, and should be completed on the ODE website through your SAFE account.
- Once signed into your SAFE account, the Cardiac Arrest class can be found under the Learning Management System tab
- Upon completion turn a copy of the certification into the AD office

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