**ODE Pupil Activity Permit (PAP) - Checklist for Coaches**

**The PAP process culminates with the online application. Prior to completing the application you need to send the Athletic Dept. staff electronic evidence that you have completed items 1-6 below. After you have done that you must log in to the Ohio Department of Education website (create a OH|ID Account) and complete the application for the Pupil Activity Permit and pay the correct amount.**

***You are only eligible to coach once the ODE has ISSUED your permit.***

Process:

* Pupil Activity Permit applications must be submitted through the ODE website
* Board approval will be requested only upon issuance of a PAP by ODE
* Electronic or hard copy evidence of the requirements below must be submitted to the athletic department.
* **Final Date for a request for board approval for paid coaches will be the day before the first official contest**
* **All new hires must complete the DCS “On-boarding” process with the HR department. (DCS Application, Tax forms, contact info)**

**\*\*\*Fingerprints:** A completed BCI and FBI background check is required before you can have any contact with our students. Fingerprints can be completed at the Dublin City Schools central office on Wednesdays or by appointment for $48.00. Contact: Karin Mueting 614-760-4487. As soon as you know you will be coaching in Dublin this must be completed. A previous background check is only valid if you have the hard copy results of a check that was completed within the last 12 months.

[**http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits**](http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits)

**1. \_\_\_PAP Training Course (First Aid):** This course is required for all applicants and is provided at various times throughout the year through Ohio Health (Free for Dublin coaches), Children’s Hospital, Dublin City Schools, and other providers. \*\* You may also complete the online course “First Aid for Coaches” at [www.nfhslearn.com](http://www.nfhslearn.com) you will need to print the certificate and submit it with the rest of your materials. There is a $45.00 fee for the online course and most in person courses.

**2. \_\_\_Fundamentals of Coaching Course**: This course is a one-time requirement and is needed for first time applicants only. This course can be found at [www.nfhslearn.com](http://www.nfhslearn.com) you will need to print the certificate and submit it with the rest of your materials. There is a $65.00 fee for this course.

**3. \_\_\_Concussion in Sports Course:** This course is required for all applicants. This course can be found at [www.nfhslearn.com](http://www.nfhslearn.com) you will need to print the certificate and submit it with the rest of your materials. There is no fee for this course.

**4. \_\_\_CPR Certification card on file in athletic office**: offered at various times throughout the year through Ohio Health (Free for Dublin coaches); provide a “current” copy of CPR card for your file

CPR certification: CPR class offered at Washington Twp Fire Dept 614-652-3920.

**5. \_\_\_Complete the Online ODE PAP application (3, 4 or 5 year option)**: Fill in all fields on the application and check HOME as the destination for the permit. The start and end date for all permits is July 1 and June 30 respectively. *In order for you to eligible to coach your permit must cover you during your next coaching season so the effective year will in many cases pre date the submission of the application.*

**6. \_\_\_Sudden Cardiac Arrest (SCA)(Lindsay’s Law):** PAP permit application must be submitted through the Learning Management System (LMS) on ODE website prior to having access to complete the Lindsay’s Law SCA certification. For instructions**,** see

**Please Direct PAP application questions to the Office of Educator Licensure at 614-466-3593.**

Ohio High School Athletic Association

4080 Roselea Place

Columbus, Ohio 43214

[www.ohsaa.org](http://www.ohsaa.org/" \t "_blank)

**TO:**        Member School Superintendents, Principals and Athletic Administrators

**RE:**         New Coaching Standards – Sudden Cardiac Arrest (Lindsay’s Law)

It is our pleasure to announce that the educational materials for coaches, parents and student-athletes as required in the new Sudden Cardiac Arrest Law, also known as Lindsay’s Law, **are finished and available for your use** from the Ohio Department of Health’s website at [http://www.odh.ohio.gov/landing/Lindsays-Law.aspx](http://www.odh.ohio.gov/landing/Lindsays-Law.aspx" \t "_blank) as well as from the OHSAA website shortly.

 Lindsay’s Law, Ohio Revised Code [3313.5310](http://codes.ohio.gov/orc/3313.5310" \t "_blank" \o "3313.5310), [3707.58](http://codes.ohio.gov/orc/3707.58" \t "_blank" \o "3707.58) and [3707.59](http://codes.ohio.gov/orc/3707.59" \t "_blank" \o "3707.59) becomes effective on August 1, 2017.  In accordance with this law, the Ohio Department of Health, the Ohio Department of Education, the Ohio High School Athletic Association, the Ohio Chapter of the American College of Cardiology and other stakeholders jointly developed guidelines and other relevant materials to inform and educate students and youth athletes participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest.

The following resources were developed to implement Lindsay’s Law:

For **Parents/Guardians** and **Student- Athletes i**n grades 7-12 in Ohio schools

         [Required video](http://progressive.powerstream.net/008/00153/SCA_LL_ParentInfo.mp4" \t "_blank" \o "Required video)

         [Required SCA Informational Handout](http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/chss/Lindsays-Law/Parent-Guardian.pdf?la=en" \t "_blank)

         [Required Signature Form](http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/chss/Lindsays-Law/Parent-Athlete-Signature-Form.pdf?la=en" \t "_blank)

For **COACHES**:  
If you are a coach for an interscholastic sport and are licensed by the Ohio Department of Education (all paid and volunteer coaches in Ohio), please visit their [website](http://education.ohio.gov/" \t "_blank" \o "website) for information about their training requirements around Lindsay’s Law [http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-](http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits)PermitsThe required video, informational handout and a post assessment test will be available shortly through the ODE’s website.  We will inform you when that component is available.  If, however, you want to have your coaches view the video and review the information immediately, you may access those items below.  Please be advised that as a school district, your superintendent must be able to verify that coaches have seen this video and read the informational handout if you choose to implement this requirement before it is available through ODE’s LMS.

o    [Required video](http://progressive.powerstream.net/008/00153/SCA_LL_CoachInfo.mp4" \t "_blank" \o "Required video)

o    [Required SCA Informational Handout](http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/chss/Lindsays-Law/Coach-Info.pdf?la=en" \t "_blank)

Successful completion of this coaches’ requirement will generate verification through the LMS.  The Ohio Department of Education anticipates that these items will be ready for coaches to access by July 12, 2017.

These educational materials are all free of charge and are the only materials authorized for compliance with this new state law.  **No other course or training material is acceptable**.