

District E-Signer Guidance

Verifying Training for Pupil Activity Permits

There are five required trainings for those who hold pupil activity permits: Fundamentals of Coaching; Cardiopulmonary Resuscitation (CPR); First Aid for Coaches; Concussion and Sudden Cardiac Arrest training. Districts are responsible for verifying that permit holders – and those who apply for permits through the online CORE system – have valid trainings and certifications. With each online application, the e-signer’s electronic signature signifies official district verification that the applicant meets the requirements.

Districts must decide how they want to verify that trainings are valid. The Ohio Department of Education encourages districts to have applicants or coaches provide verification to the district that these trainings are completed and are current. Except for Fundamentals of Coaching, which is a one-time requirement, the expiration dates for the other trainings vary. Please note, some trainings will expire before the expiration of the coaching permit. In addition to verifying the trainings through documentation provided by the coach, some trainings provide an online resource to verify completion. Where available, this information is included below.

I. FUNDAMENTALS OF COACHING

- [One-time training requirement](#)
- Districts may verify training online [here](#).

II. CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

- Permit holder must complete a course approved by the district.
- Online training verification will vary depending on the provider.

III. FIRST AID FOR COACHES

Permit holders fulfill this requirement through ONE of the following four options:

A. Ohio Department of Education-approved pupil activity program

- Search for a program [here](#).
- Districts may verify completion of training by clicking on the *Pupil Activity* link on the CORE Dashboard and choosing the *Find Participants* drop-down menu.

B. Nationally approved programs

1. National Federation of State High School Associations & American Red Cross

- [“First Aid, Health and Safety”](#) (online)
- Districts may verify training online [here](#).

2. Human Kinetics Coach Education Center

- [“Sport First Aid”](#) (online)
- Districts may verify training online [here](#).

3. American Heart Association

- First Aid course
- Online training verification is not available.

C. College or university courses

- Courses must be completed within the past three years and be related to first aid or athletic training.
- Online training verification is not available.

D. Medical licenses

- The licenses MD, DO, DC, PA, RN, EMR, EMT, AEMT, Paramedic, ATC and SCS fulfill the first aid training requirements (permit holder's board license must be active).
- Districts may verify Ohio board licenses online [here](#).

IV. CONCUSSION TRAINING

Permit holders must complete ONE of the following free, online trainings every three years. Please see the Ohio Department of Health's [website](#) for additional resources and information.

A. The National Federation of State High School Associations' Training Program

- "[Concussion in Sports](#)"
- Districts may verify training online [here](#).

B. National Alliance for Youth Sports Concussion Training

- "[Concussion Training](#)"
- Online training verification is not available.

C. National Center for Disease Control and Prevention Program

- "[Heads Up to Youth Sports: Online Training](#)"
- Online training verification is not available.

V. SUDDEN CARDIAC ARREST TRAINING

- Permit holders must review the [online video and related fact sheet](#) approved by the Ohio Department of Health annually.
- Online training verification is not available.