

# Pupil Activity Permit Application Checklist

This checklist is a resource for candidates to use when applying for an Ohio Pupil Activity Permit. Additional information is available on the Ohio Department of Education's [Coaching Permits webpage](#).

## Step 1

### CONTACT A SCHOOL OR DISTRICT.

DO NOT apply for this permit (new or renewal) through the Department's online system until you have the authorization of the Ohio school or district in which you are working or volunteering. The organization's e-signer must approve the permit application. Record the IRN for use with the online application here:

## Step 2

### COMPLETE ALL TRAINING REQUIREMENTS.

There are five required trainings or certifications for pupil activity permits. You must submit verification of your certifications and training to your school or district.

- FUNDAMENTALS OF COACHING.** You must complete a [Department-approved training course](#) (one-time training only).
- CARDIOPULMONARY RESUSCITATION (CPR) TRAINING.** You must complete a course approved by your school or district.
- FIRST AID FOR COACHES.** You must fulfill this requirement through ONE of the following four options:
  - 1. Ohio Department of Education-approved pupil activity program.** Search for a program during a given time span by entering a beginning and ending date on the [Department's webpage](#).
  - 2. Nationally approved programs:**
    - a. Human Kinetics Coach Education Center - [Sport First Aid](#)
    - b. National Federation of State High School Associations & American Red Cross - [First Aid, Health and Safety](#)
    - c. An American Heart Association [First Aid course](#)
  - 3. College or university courses.** Courses must be completed within the past three years and be related to first aid or athletic training.
  - 4. Medical licenses.** The licenses MD, DO, DC, PA, RN, EMR, EMT, AEMT, Paramedic, ATC and SCS fulfill the first aid training requirements (your Ohio board license must be active).
- CONCUSSION TRAINING.** You must complete ONE of the following free, online courses every three years:
  1. National Federation of State High School Associations (NFHS) - [Concussion in Sports](#)
  2. National Alliance for Youth Sports - [Concussion Training](#)
  3. National Centers for Disease Control and Prevention program - [HEADS UP to Youth Sports: Online Training](#)
- SUDDEN CARDIAC ARREST TRAINING.** You must review the [online video and related fact sheet](#) approved by the Ohio Department of Health annually. Applicants are encouraged to use the Ohio Department of Education's [Learning Management System \(LMS\)](#) to access the Lindsay's Law course.

## Step 3

### COMPLETE YOUR BACKGROUND CHECKS.

You must have current background checks on file with the Department. Please see the [Background Check FAQs webpage](#) for more information.

## Step 4

### COMPLETE AND SUBMIT YOUR ONLINE APPLICATION.

- Access your [OH|ID account](#) (you will need to [create an OH|ID account](#) if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Pupil Activity Permit (PAP) application from your CORE Dashboard. Note that if you hold an active 4-Year (Alternative or Standard) Resident Educator or 5-Year Professional license, you will apply for the 4-Year or 5-Year PAP respectively. If you hold a permanent teaching license, you may also apply for the 5-Year PAP. Otherwise, please apply for the 3-Year PAP.
- See the [CORE User Manual](#) for complete instructions.