

Ohio Coaching Requirements

In order for you to coach in high school, the following are **required by the State of Ohio, Department of Education and the Ohio High School Athletic Association:**

1. **Fingerprinting** – Fingerprinting is usually done at the school’s Board Office. The fee for processing your BCI and/or FBI fingerprinting is **\$30.00 each or \$60.00 for both**. Be sure to bring a valid Ohio driver’s license in order to be fingerprinted. When getting fingerprinted be sure to ask the person to check the box under Reason Fingerprinted “Send to Teacher Cert” as per PASP application.

****Teachers with a current five year teaching certificate or permanent certificate do not need to be fingerprinted to renew their coaching certificate (PASP).**

2. **CPR Certification**
CPR is a two year certification. Both the Red Cross and the American Heart Association offer a two year certifications. Please provide the athletic office with a copy of both the front and back of your signed certification card for our records.
3. **First Aid & Safety Course**
An on-line version of First Aid for Coaches is available at: www.nfhslearn.com
A list of courses offered by county can be found online at:
<https://dnet01.ode.state.oh.us/Core2/ODE.CORE.pupilactivity.public.ui/pacProviderLookup.aspx>
4. **Fundamentals of Coaching Course** – All coaches, paid or volunteers, in grades 7 through 12 in Ohio are required to take the NFHS Fundamentals of Coaching course as a one-time fulfillment.

To purchase and register for the on-line version of Fundamentals of Coaching course:

Go to www.nfhslearn.com or www.ohsaa.org and log onto the site.

Online courses cost **\$65.00**. The OHSAA web site offers a Blended Course for **\$55.00**. The Blended Course is structured so chapters one and two are taught in a clinic-like setting by a certified instructor. Chapters three, four and five are completed online through The National Federation of State High School Associations' web site at the participant's pace.

5. **Concussion Certification** – All coaches, paid and volunteer are required to complete an online concussion education course. This course is valid for three years and expires at the time the Pupil Activity Program/Coaching Permit expires. A **free** on-line version of a Concussion Education Course is available at the National Federation of State High School Associations web site “Concussions in Sports – What you Need to Know”:
www.nfhslearn.com/electiveDetail.aspx?courseID=38000
6. **Pupil Activity Supervisor Permit** – This permit is a three year certification. Upon completion of Fingerprinting, First Aid & Safety course, CPR certification, Concussion Education and the Fundamentals of Coaching course **you must** create a SAFE account through the Ohio Department of Education web site at www.ode.state.oh.us. Click on the SAFE link at the top right side of the home page. Specific instructions on how to complete the electronic application and payment process are on the reverse side of this page.

PROCESS TO START THE PUPIL ACTIVITY PERMIT APPLICATION

- It is recommended that you DO NOT use Safari or Chrome when applying. Use either one of the browsers Internet Explorer or Firefox.
- If you already have a SAFE account, sign in. If you do not, click “sign up” and follow the instructions. You will need your driver’s license to sign up for an account.
- Once you are logged into your SAFE account, click on ODE.CORE Online Licensure System.

- Click on the apple next to “My Educator Profile.” A drop down menu will appear. Click on “My Applications.”
- If you have any incorrect or missing information in your profile it will need to be updated before you can begin the application process.
- If you are renewing a license, click on the My Credentials link at the top of the page. When your credentials appear, under the proper license, click on the “select action” section and choose “renew.” From here the application should be self-explanatory. To make things easier have the license mailed to the school. After you select the school option, you will need to click on the magnifying glass and type your school, then select it in the options. You will repeat this process at the Superintendent’s signature step.
- You will be asked how you completed your first aid training. Check the appropriate box. It will tell you if you need to upload a document or send a copy of transcripts for the training based on the box you check.
- All other requirements will need to be sent or uploaded to the application. If you are renewing you do not have to resubmit your one-time coaching class documentation. You will be prompted to upload these documents at the end of the application. The documents DO NOT have to be uploaded if you cannot get that to work. They can be mailed to the state, and the address is provided. College transcripts cannot be uploaded they must be mailed. Please write your state ID number on any documents that you mail to the state.
- To upload a document, scan or email it to your computer. Save it on your desktop. Select the type of document you are uploading, click on the ‘choose’ button and select the document from your desktop.
- When you have completed the application, a new screen showing the application is there. From here you can edit the application by clicking on the pencil; delete the application by clicking on the trash can; or submit payment by checking the box next to the green dollar sign and then clicking on the gray box above that says “pay \$45 for selected application.” You will then be prompted to enter your credit card information.
- Once the application has been paid for – it is submitted.
- An email will be sent to your selected school to verify your application. Once it is approved as complete the Pupil Activity Permit will be sent to the school.