

Pupil Activity Permits are required for individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. Applicants must complete requirements and apply for a three-year permit through the Ohio Department of Education's Office of Educator Licensure.

Requirements for obtaining or renewing a permit

1. Complete the [National Federation of State High School Associations fundamentals of coaching class](#).
NFHSlearn.com
(This is a one-time training required of all coaches; the district must verify completion).
2. Have a current, valid certificate of an approved cardio-pulmonary resuscitation (CPR) training course. The district must verify completion.
3. Have a [background check](#) on file at ODE.
4. Complete one of the training programs below on first aid for coaches. (Note that having a medical license (M.D., D.O, D.C., R.N., EMT, A.T.C.) fulfills the first aid training requirement.)
 - Ohio Department of Education Approved Pupil Activity Program. You may search for a program during a given time span by [entering a beginning and ending date here](#).
 - Nationally approved programs: Approved Red Cross (First Aid Health and Safety for Coaches) or American Sport Education Program (Sport First Aid - Fourth Edition), or National Federation of State High School Association-NFHSlearn.com (First Aid for Coaches or First Aid Health and Safety for Coaches). Submit proof of completion in Step 3 of the online application.
 - College or university coursework completed within the past three years related to first aid or athletic training. Applicant or university must send ODE an official transcript.
5. Complete one approved course on concussion training through the [Ohio Department of Health](#) website. These courses are free and may be completed online in about an hour. You will need to upload your certificate of completion as you submit your permit application request online. The courses are:
 - NFHS training program "Concussion in Sports – What you Need to Know;"
 - National Centers for Disease Control and Prevention program "Heads Up – Concussion in Youth Sports Online Training Program;"
 - National Alliance for Youth Sports Concussion Training.

Ohio Department of Education - SAFE Account

Beginning with January of 2014, the Ohio Department of Education no longer will accept paper applications for Pupil Activity and other licenses. Below you will find the process for which to either “Renew” or apply for his/her first permit.

Step 1: Go to the website www.education.ohio.gov

Step 2: You will see **SAFE** at the very top of the page the middle. Click on **SAFE**

Step 3: If you haven’t signed up yet, then go to the **SIGN UP** button

- If you already have signed up – put in your username and password

***Keep your username and password in a place where you will remember it as you will need it in another 3 years. ***

Step 4: Once logged in, go under WEB SYSTEMS to **ODE.CORE** and click it

Step 5: If you have never had a pupil activity license before go to Step 12; if you are renewing then continue to Step 6.

Step 6: If you are renewing a license (you had pupil activity permit before), hover over “**MY EDUCATOR PROFILE**” under “**EDUCATOR LICENSURE**”

Step 7: See the “**MY CREDENTIALS**” at the bottom of the list and click on “**RENEW AN EXISTING CREDENTIAL**”

Step 8: Find the credential “**3 Year Pupil Activity Permit**”

- To the left there is a drop down “**Select Action**”
- If you are renewing click “**Renew**”
- If you need to reprint an issued license click “**Reprint**”

Step 9: Continue through the application process

- After selected RENEW, then click the **Add Renew Request**
- Check the button for “send to school district”
 - o Search for **(insert school name)** by clicking on the magnifying glass
 - Type in the IRN: **(insert IRN number)**
 - o Select “Save Application and Next”
- It will then ask for the “Superintendent Signature”
 - o Search for **(insert school name)** by clicking on the magnifying glass
 - Type in the IRN: **(insert IRN number)**
- Finish the rest of the application by answering the following questions by checking the appropriate boxes
- (It says that they need a copy of the American Red Cross card but that doesn’t seem to be the case)
- At the end click on the “Save application and Done (Finish)”

Step 10: After finishing the application it will take you back to a page to allow you to pay and finish

Step 11: Click on the box where it says **SELECT and PAY**

- Right above the select and pay there is a button that says “Pay for Selected Applications”
- This now does allow you to pay with credit card.
- Finish paying for it and you should be set
- They will send you an email confirmation that the superintendent has signed the application.

YOU ARE FINISHED.

Step 12: To apply for your first permit, hover over “**MY EDUCATOR PROFILE**” under “**EDUCATOR LICENSURE**”

Step 13: See the **My Applications**

- **Apply for New Credential**

Step 14: Click on **New Credential Application**

- Click on the + next to the PERMIT button
- Click the button for Pupil Activity/Coaching Permit
- Then click the button **Apply**

Step 15: Click on **Select Credential** and click on **3 year Pupil Activity**

Step 16: Change the effective year **IF** you need to and then continue through the application process.

Step 17: Go up to Step 9 and continue through Step 11