

## PUPIL ACTIVITY PERMIT APPLICATION REQUIREMENTS

Coaches must complete the BCI and FBI background check/fingerprinting through the Archdiocese of Cincinnati, as well as the Virtus Training, in order to receive Approval for Working with Children.

**Background Check/Fingerprinting Requirements** – Fingerprint results must be sent electronically at the time of fingerprinting to the Ohio Department of Education.

**For first permit:** prints on file at ODE must be current within one year for the permit to issue.

**For renewals:** If you have been a resident of Ohio for the past 5 years, an FBI background check is required if the FBI report on file with ODE is more than 5 years old. A BCI background check is required only if you do not have one on file with ODE.

If you have **not** been a resident of Ohio for the past 5 years, both the BCI and FBI background checks are required if the reports on file with ODE are more than five years old.

**Virtus Training:** Registration for the Virtus Training can be accessed [here](#). (Google: Registration – Virtus Online)

**First Aid Training** – If you meet this requirement through an Ohio Department of Education Approved Program, no certificate is required. ODE will check for your name in their database. If you meet this requirement through American Red Cross Sports Safety Training, American Sport Education Program or NFHS First Aid for Coaches, an electronic copy of the first aid certificate must be uploaded for the Pupil Activity Permit application. A copy of the current First Aid training certificate is to be kept at the school; the most current date of the training must be submitted to the Archdiocese as a prerequisite for Archdiocesan signature on the Pupil Activity Permit.

**Concussion Training** – is required by law. There are two online training courses linked through the Ohio Department of Health’s website at [www.odh.ohio.gov](http://www.odh.ohio.gov) that will meet this requirement. One is the NFHS training program “Concussion in Sports – What you Need to Know”, and the other is the National Centers for Disease Control and Prevention program “Heads Up – Concussion in Youth Sports Online Training Program.” Either program will meet the requirement; both are free of charge, and may be completed online. A certificate of completion must be printed out upon successful completion of the training, and an electronic copy of the certificate will be required for the new or renewal online pupil activity permit application. A copy of the current concussion training certificate is to be kept at the school; the most current date of the training must be submitted to the Archdiocese as a prerequisite for Archdiocesan signature on the Pupil Activity Permit.

**CPR** – Coaches must hold a valid CPR card during his/her season. A copy of the current CPR certificate is to be kept at the school; the most current date of the training must be submitted to the Archdiocese as a prerequisite for Archdiocesan signature on the Pupil Activity Permit.

**Fundamentals of Coaching** – A copy of certificate to be kept at the school; the date of the training must be submitted to the Archdiocese. This training is one time only.

**Cost: \$45.00** application fee is required online by credit card.