

## COACHING CERTIFICATION INSTRUCTIONS

### STEPS FOR THOSE REQUESTING A PUPIL ACTIVITY PERMIT THROUGH ODE

#### (NEW OR RENEWAL)

**On Your Mark – Contact the school district** (Brenda Stier will contact you via email)

1. Background check info
2. Virtus class info
3. Complete all school hiring paperwork

**Get Ready – Fulfill your training requirements (5 before applying for PAP)**

1. Complete each training
2. Download and save certificate to your computer
3. Upload each certification pdf to your Final Forms account
4. Keep receipts and forward to the athletic office for reimbursement

#### TRAINING

1. **Fundamentals of Coaching** – Through <https://nfhslearn.com>

2. **Cardiopulmonary Resuscitation (CPR) training** - Fulfill this requirement through Amy Anders (aanders@fenwickfalcons.org)

3. **First Aid for Coaches** – Through <https://nfhslearn.com> or (Can also be done with Amy)

#### \*Medical licenses

The licenses MD, DO, DC, PA, RN, EMT, ATC and SCS fulfill the first aid training requirement.

4. **Concussion Training** – Through <https://nfhslearn.com>

5. **Sudden Cardiac Arrest Training** – Through <https://nfhslearn.com>

- **Make sure you have a OH|ID account.** If you are certain you do not have a OH|ID account, set one up [following the instructions here](#).
- **If you have a OH|ID account** but do not remember the user name or password, click on the "Forgot Password" link on the [OH|ID portal](#) to reset your password. Please do not set up a second OH|ID account. If you need assistance, you may contact (877) 644-6338 or [Profile.Help@education.ohio.gov](mailto:Profile.Help@education.ohio.gov).
- **IRN** - Ask your district for its Information Retrieval Number (#052514).
- **E-signor – Archdiocese of Cincinnati**

#### GO – Application instructions

- Access your [OH|ID account](#).
- Click Educator Licensure and Records (CORE).
- Complete the online application from your CORE Dashboard for a 3 year Pupil Activity Permit