

COACHING CERTIFICATION INSTRUCTIONS

STEPS FOR THOSE REQUESTING A PUPIL ACTIVITY PERMIT THROUGH ODE (NEW OR RENEWAL)

Onboarding Process: Brenda Stier, HR Director will send you the following:

1. Background check information
2. SafeParish information
3. Necessary paperwork (paid or volunteer)

Coaches Certification Requirements:

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.

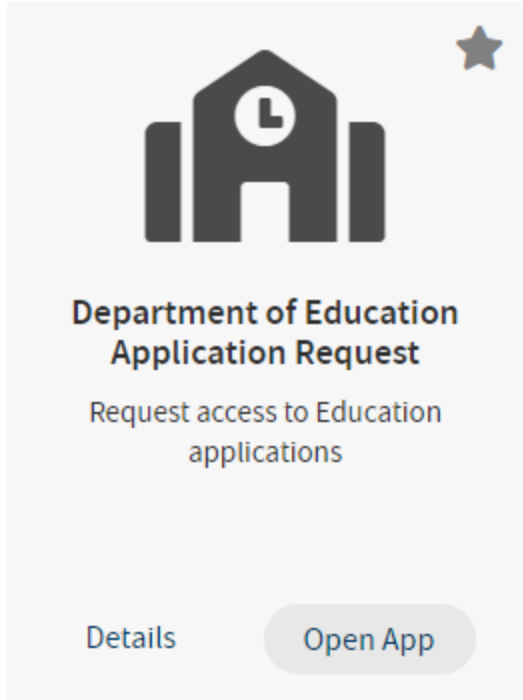
4. **Concussion Training** – Through <https://nfhslearn.com>

5. **Sudden Cardiac Arrest Training** – Sign your forms on Final Forms

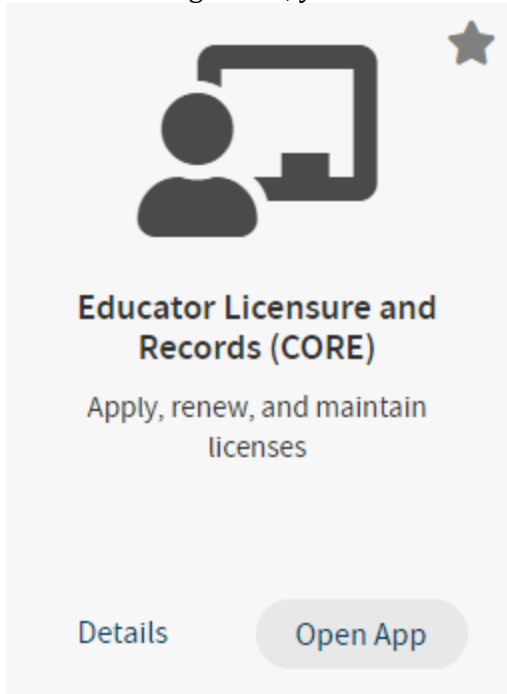
6. **Pupil Activity Permit (PAP)**: See instructions below.

- **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 username 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.

- Request access to the “Department of Education Application Request” application



- Once access is granted, you will select the “Educator Licensure and Records (CORE)” application



- Once you access “CORE”, new coaches can apply for a new credential. Please select “Coaches (Pupil Activity Permit)”. You can select 3,4, or 5-year permits. Most coaches select 3-year. Complete all required fields and enter IRN number for the “E-signor” → (#052514) or search the Archdiocese of Cincinnati