

Step-by-Step Credential Application Guide for applicants seeking NEW Coaching (Pupil Activity) Permits

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. After you meet all requirements outlined on the [Coaching Permits Web page](#) at education.ohio.gov and are hired by a school system, you will need to apply for a permit through the Ohio Department of Education's Office of Educator Licensure.

Preliminary steps for obtaining a new permit

[Learn more here](#) about the requirements you need to fulfill before the department can issue your permit. This Web page also is available by visiting education.ohio.gov and searching for *coaching permit*.

Your application may be declined if you apply for this permit before you:

- **Contact a school or district** where you are interested in working and complete the hiring process.
- **Notify** the school or district that you will be selecting them to electronically sign your application.

Get started with your SAFE account

(A SAFE link appears at top of every page at education.ohio.gov.)

Do you already have a SAFE account?

If yes, [sign into your account](#) from the SAFE portal.

Not sure you have a SAFE account? Forget your user name and/or password?

Follow the prompt "forgot username or password" in the blue sign-up box [on the SAFE portal](#). *Please do not create a second SAFE account, even if your name has changed since your account was first set up.*

If you do not already have a SAFE account, here's how to set yours up:

On the [SAFE portal](#), click the "Sign Up" button. You will need to verify your identity. The fastest way is with a valid Ohio driver's license or a state identification card. View [other acceptable documents here](#) or search for: *SAFE – identification* from education.ohio.gov.

For more assistance with SAFE:

- Note that on the SAFE portal, there is a [Sign-Up Help](#) document.
- For answers to any further questions regarding the SAFE sign-up process, please contact SAFE.Admin@education.ohio.gov or contact (877) 644-6338.

The screenshot shows the SAFE portal interface. On the left, there is a section titled "What is SAFE?" with a brief description: "The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a 'single sign on' software security solution for ODE customers." Below this, there are two buttons: "Sign Up" and "Check Signup Status". A link for "Safe Sign up help" is also present. On the right, there is a "Sign in with your SAFE Account" section. It includes a checkbox for "Are you an ODE employee?", input fields for "User Name" and "Password", a "Forgot user name or password?" link, and a "Sign In" button.

Access the Connected Ohio Records for Educators (CORE) system

1. [Sign into your SAFE account](#) from the SAFE link on top of any page at education.ohio.gov.
2. See the Web systems heading and click on *ODE.CORE*.

Ohio.gov | Department of Education

Joe Teacher
DEVELOPMENT
[Contact Us](#) | [SAFE Home](#) | [ODE Home](#) | [Sign Out](#)

Joe Teacher [Change Name](#) [Change Password](#)
carol@ddd [Change Email](#) [Request access to Adult learner/Scholarship/CCIP](#)
123 [Change Address](#) [Web system access information](#)
col, OH 44444 [Change Phone](#) [Show my current roles/access](#)
614-644-4444 (Home)

Web Systems	Description
FSL	FSL - Forms and Surveys List
ODE.CORE	Online Licensure System
STARS V2.0	STARS Professional Development and Technical Assistance System
Usability Test Center	Please click here to help us make the ODE Web site easier to use

3. On the CORE dashboard, select *UPDATE My Personal Information*. You must have a valid email address in this profile to receive communication regarding your credential application.

Joe Teacher [OH3000484],
Welcome to the Ohio Department of Education's CORE Licensure Dashboard!

My Profile
UPDATE
My Personal Information

New Application
APPLY
for a NEW License, Permit or Certificate

My Credentials
RENEW
Advance, Transition, Add an Area, Extend an RE, or Print My Credential
★ You have Credential(s) to Renew

My Account
PAY
My Fees and View Financial Transaction History
★ Pay for My Application(s)

My Documents
VIEW or UPLOAD
Documents/Transcripts

My Applications
STATUS
Check the Status of My Application or Edit a Submitting Application

Educator Profile
SEARCH
an Educator Record

Important Links

- [LPDC - Request/Manage](#)
- [My IPTI Registrations](#)
- [My RE Summary](#)
- [Pupil Activity Provider](#)

4. Return to the CORE *Dashboard* by using the drop-down menu at top right titled *Core Dashboard*. Then click on **APPLY**.

My Educator Profile ▾ | Educator Licensure ▾ | Pupil Activity ▾ | LPDC ▾ | Core Dashboard ▾

- On the Start New Application screen, use the plus sign by the green option that begins with *Coaches, Aides, Monitors and Adult Education Instructors*. Select either *Coaching (Pupil Activity) Permit 3-Year, 4-Year, or 5-Year*. Individuals who wish to have a coaching permit and also hold certain educator credentials will need to select either a four-year or five-year permit. All others will request three-year permits.

Follow this chart to select a term for your coaching permit. Then click on the Apply button at right.

APPLY FOR	IF YOU HOLD:
A. A three-year permit if:	<ul style="list-style-type: none"> No other educator credential; A credential <i>other than</i> one of those listed in rows B. or C.
B. A four-year permit if:	<ul style="list-style-type: none"> Either a four-year resident educator license; or A four-year alternative resident educator license.
C. A five-year permit if:	<ul style="list-style-type: none"> Either a five-year professional license; Five-year senior professional license; or Five-year lead professional license.

Step One: Select the Term, Effective Year and Organization

By the word *Credential*, use the drop-down menu to select Pupil Activity Permit. Select the *Effective Year*.

- Click on *Save Application and Next*.

Step Two: Background Checks and Signatures

- In the *Signature* area, you will need to designate the school district where you are going to work. To find the school district, click on the Search symbol next to *Select Organization*. The Organization Search box will appear.

Signatures

Select Organization Please select Organization for Superintendent Signature

Superintendent Signature

Search Organization for Superintendent Signature

Search on:

IRN: Name:
(Wildcard "*" allowed.)

Find

Search Result

1 records Page# 1/1 Page Size: View All

IRN	Name
009604	Example School District

The best way to ensure that you have the correct district name is to ask your district for its information retrieval number, also called IRN, and enter it in the *Search Organization box*. You also may [look for the district's IRN here](#) so you can enter it in the *Search Organization box*.

Another way to complete this step if you do not have the IRN is to enter a district or school name in the *Search Organization Name box*.

- A search using the name *Ohio State* will return all organizations that *begin* with the words *Ohio State*.
- To search for all organizations that have letters or words *before* the word Ohio, enter an asterisk before the word Ohio (**Ohio*.)

After entering the search term, click *Find*. Click on the correct *Organization* to select it.

8. **Background checks** – Ohio law requires that all individuals must have currently valid Ohio Bureau of Criminal Investigation (BCI) *and* FBI criminal background checks when the Ohio Department of Education issues their Ohio educator licenses, certificates or permits.

It's important to note how to keep background checks current. If an individual resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years. If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then he or she will need to update both the BCI and FBI background checks. See [answers to more questions about background checks here](#).

9. Answer all questions, and then check the *Applicant Signature* box.
10. Click on the *Save Application and Next* button.

Step Three: Upload Documents, Pay and Submit the Application

Note: *If you do not need to upload a document, skip ahead to the **Save Application and Done** button at the bottom of the screen (step 13 below). Applicants who need to upload documents are those who wish to submit verifications for the military fee waiver.*

11. Those who wish to apply for the military fee waiver should upload the required verification documents indicated on the [License Fees for Military Web page](#) at education.ohio.gov.
12. To upload a document, click on the *Document Type* drop-down menu to select the appropriate document type. Then click on *Choose File* to browse your computer files. Find the correct file, click on it and select *Upload*.

13. To submit the application, click on *Save Application and Done*.

Document Type:* --Select Type--

Select Document:* Choose File No file chosen Upload

[Allowed upload file type(s): PDF, BMP, GIF, JPEG, JPG, PNG, TIFF, TIF, PJPEG and maximum file size: 3.5 mb]

Uploaded Documents

No Documents found.

Previous Save Application and Done

14. If the application was submitted successfully, the *My Applications* screen will be displayed for payment. Under *Applications Not Yet Submitted*, check the box under *Select and Pay* in the far right column for the application you wish to pay for.

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	3 Year Pupil Activity Permit - N/A	More details	6/8/2015	6/8/2015		<input type="checkbox"/>
			3/6/2014	3/6/2014		

15. Click on the gray box with the shopping cart icon that says *Pay \$X for Selected Applications*. Then on the My Account screen under *Payment Due*, select *Click here* to pay the fee.

Applications Not Yet Submitted

Quick Search in Submitting Applications: Clear Search New Credential Application Pay \$45 for selected Applications

To pay for one or more applications at the same time (and receive a discount if applicable):

- Check the **Select and Pay** box for every application you want to pay for
- The total amount due will appear in the **Pay for selected applications** button, Click that button to submit and pay

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	3 Year Pupil Activity Permit - N/A	More details	6/8/2015	6/8/2015		<input checked="" type="checkbox"/>
			3/6/2014	3/6/2014		

Payment Due

The total amount due is shown below.

Current Account Balance:	\$0.00
Total Credential Payment:	\$45.00

Click here to Pay \$45

16. Please select the method of payment in the drop-down menu. Follow the prompts to enter your payment information and submit the application.

The screenshot shows a web form titled "Choose Payment Method". On the left, there are two input fields: "Payment Amount:" with a value of "\$45.00" and "Payment Method:" with a dropdown menu currently set to "E-Check". A red arrow points to the dropdown arrow. Below these fields are "Cancel" and "Next" buttons. On the right side of the form, there is a sidebar with a blue header "Payment Method" and three menu items: "Payment Entry" and "Payment Review".

You will receive an email message acknowledging the submission of your application. Thank you for your interest in working with the students of Ohio.

Tips for using the online application

Want to save your application and edit it later?

- Click the *Save My Application* button in any step. Upon your return, log into SAFE and ODE.CORE as directed in the steps beginning on page one.
- Select *STATUS – My Applications* from the CORE dashboard. Find your saved application under the *Applications Not Yet Submitted* heading. Under the *Action* heading at right, click on the **pencil symbol** to **edit** your application.

Checking on the status of your application

The department will send you email notifications at several points about your application: 1) an acknowledgement that it was received; and 2) a notice that your application was either: a) approved and issued; b) placed on hold; or c) declined. You also may receive email communication directly from your e-signer with questions or comments about your request.

In addition, you may log into ODE.CORE to learn where your application is in the review process. On the CORE dashboard, click on the *My Applications (STATUS)* button. On the *My Applications* screen, you will see a note about your application in the *Status* column. If the application was placed on hold, a detailed note will explain the reason for the hold and any steps you must take to move the review process forward. You also will receive this detailed note via email.

The Ohio Department of Education and local electronic signers make every effort to process applications as promptly as possible – but the processing time will vary depending upon the complexity of the applications and the volume of requests submitted at the time.

Keeping a record of your issued credential

A person who has a valid credential may download, save, and print an official copy of the license or permit from the *My Credentials* screen. Districts also will maintain records of issued credentials and may ask each credential holder to provide a copy for district files.

When can I renew my credential?

Note that you may renew your credential starting on Nov. 1 of the year before it expires, provided you have completed all of the necessary requirements.