

## Pupil Activity Permit (PAP) Checklist

**The PAP process culminates with the online application. Prior to completing the application you need to send the Athletic Director electronic evidence that you have completed items 1-4 below. After you have done that you must log in to the Ohio Department of Education website and complete the application for the Pupil Activity Permit and pay the correct amount.**

*You are only eligible to coach once the ODE has ISSUED your permit.*

Process:

- Pupil Activity Permit applications must be submitted through the ODE website
- Board approval will be requested only upon issuance of a PAP by ODE
- Electronic or hard copy evidence of the requirements below must be submitted to the athletic department.
- **Final Date for a request for board approval for paid coaches will be the day before the first official contest**
- **All new hires must complete the DCS “On-boarding” process with the HR department. (DCS Application, Tax forms, contact)**

**\*\*\*Fingerprints:** A completed BCI and FBI background check is required before you can have any contact with our students. Fingerprints can be completed at the Dublin City Schools central office on Wednesdays or by appointment for \$46. Contact: Vicki Lyding 614-760-4387. As soon as you know you will be coaching in Dublin this must be completed. A previous background check is only valid if you have the hard copy results of a check that was completed within the last 12 months.

**1. \_\_PAP Training Course (First Aid):** This course is required for all applicants and is provided at various times throughout the year through Ohio Health, Children’s Hospital, Dublin City Schools, and other providers. \*\* You may also complete the online course “First Aid for Coaches” at [www.nfhslearn.com](http://www.nfhslearn.com) you will need to print the certificate and submit it with the rest of your materials. There is a fee for the online course and most in person courses.

**2. \_\_Fundamentals of Coaching Course:** This course is a one time requirement and is needed for first time applicants only. This course can be found at [www.nfhslearn.com](http://www.nfhslearn.com) you will need to print the certificate and submit it with the rest of your materials. There is a fee for this course.

**3. \_\_Concussion in Sports Course:** This course is required for all applicants. This course can be found at [www.nfhslearn.com](http://www.nfhslearn.com) you will need to print the certificate and submit it with the rest of your materials. There is no fee for this course.

**4. \_\_CPR Certification card on file in athletic office:** (provide a “current” copy of CPR card for your file)  
CPR certification: CPR class offered at Washington Twp Fire Dept 652-3920.

**\*\*\*Complete the Online PAP application:** Fill in all fields on the application and check HOME as the destination for the permit. The start and end date for all permits is July 1 and June 30 respectively. *In order for you to be eligible to coach your permit must cover you during your next coaching season so the effective year will in many cases pre date the submission of the application.*

**Direct PAP application questions to the Office of Educator Licensure at 614-66-3593.**