

BATH ATHLETICS

2850 Bible Road Lima, Ohio 45801

Kristen Holt
Athletic Director
(419) 221-0366 Fax (419) 221-0766
holtk@bathwildcats.org

As a coach in the state of Ohio, you are required by the Ohio Department of Education to complete the necessary requirements for a Pupil Activity Permit (PAP) certificate. The PAP certificate is good for 3, 4 or 5 years, depending on whether you hold a teaching license with ODE. At the end of this term, you must once again re-apply completing any of the requirements below that require renewal. All certifications listed below must be valid through the entirety of your sport season before you will be board approved to coach. All coaches, paid or volunteer, must complete the following checklist of requirements to coach for Bath Local Schools:

BACKGROUND CHECK

Go to the Allen County ESC for fingerprinting. No appointment needed. BCI \$30/ FBI \$35 – CASH ONLY. ***Request a copy be sent to ODE and Bath Local Schools Administration Office***

- FBI fingerprinting: New coaching hires must have new FBI completed. FBI is valid for 5 years.
- BCI fingerprinting: New coaching hires must have a new BCI. BCI does not expire.
- Fingerprints can take 30 days to return to our administration office. Please complete this in a timely manner, allowing for the full 30 days.

FBI and BCI

COURSES - Hard copies of these requirements must be on file in our Administration office before your Pupil Activity Permit will be electronically signed (approved) by the Superintendent. Please send them to Missy Vandemark at vandemarkm@bathwildcats.org

Fundamentals of Coaching Course (no expiration date) through NFHS at <https://nfhslearn.com/courses/fundamentals-of-coaching> Cost is \$65

CPR (valid for 2 years) must be a hands-on course. Provided by Matt Gillett quarterly at BHS. Can contact American Heart Association #419-226-9033 for their class schedule.

First Aide, Health and Safety (valid length of PAP) \$45 through NFHS at <https://nfhslearn.com/courses/first-aid-health-and-safety>

Concussion In Sports (valid length of PAP) through NFHS at no cost at <https://nfhslearn.com/courses/concussion-in-sports-2>

Sudden Cardiac Arrest (valid length of PAP) through the Learning Management System (LMS) in Ohio Dept. of Education: Course can be accessed through your OH ID account once your account has been fully set up and you have submitted your application for the pupil activity permit (allow 24 hrs. after OH ID account set up for LMS to appear in your OH ID portal). Click the course catalog link on the LMS homepage and search Sudden Cardiac Arrest to locate this course. No cost.

Bullying, Hazing and Inappropriate Behaviors (no expiration date) through NFHS at no cost at <https://nfhslearn.com/courses/bullying-hazing-and-inappropriate-behaviors>

Mental Health Training (valid length of PAP) through NFHS at no cost. <https://nfhslearn.com/courses/student-mental-health-and-suicide-prevention#crsOutline>

Pupil Activity Permit (PAP) This is obtained with Ohio Department of Education. We will sign this once all the above are in hand in the Superintendent's office.

TO APPLY FOR YOUR PUPIL ACTIVITY/COACHING PERMIT (PAP)

1. Log in to your OH ID account at <https://safe.ode.state.oh.us/portal>
2. If you are applying for a first-time permit, choose Department of Education Profile Set Up from the apps. Enter the last 4 digits of your ss#, subscribe and agree to terms.
3. Apply for ODE license / permit. ODE will then send you an email with a link to confirm in the email.
4. Log back into your OH ID account, select **Educator Licensure and Records (CORE)** from My Apps.
5. Apply for a new credential. Choose Coaches: Pupil Activity Permit.
6. **The Bath Local IRN # 045765**. Application will go to the Superintendent for signature.
7. Pay and submit your application (pay with a credit card - \$45.00)
8. Once all required documents are in the administration office (listed above), the superintendent will sign your permit and a copy will be emailed to you and the superintendent. *You have 60 days from the time your fingerprints are submitted to ODE for the superintendent to sign your permit.

*The state board will begin requiring evidence that these trainings have been completed from every individual applying for permit renewal on or after December 29, 2023. ODE will require some certifications to be uploaded: the mental health certification, the sudden cardiac arrest certification and the concussion certification will need uploaded into your OH ID account when applying for your PAP.

If you need assistance with the Ohio Department of Education website, see Core User Manual.