



## OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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### Ohio Department of Education and OHSAA Coach Certification

#### **Notes & Facts:**

- All PAID and VOLUNTEER Coaches are required to obtain a Pupil Activity Permit through the Ohio Department of Education to work with, supervise or coach student-athletes in Ohio.
- ALL Paid and Volunteer Coaches are bound by all regulations of the OHSAA.

#### **There are two options to complete all the certifications required to apply for your Pupil Activity Permit:**

##### **Coaches' Tool Chest - Single Source, Online**

1. Visit [www.coachestoolchest.com](http://www.coachestoolchest.com) and subscribe.
2. Click "Get certified", then complete the entire test.
3. After completion, email the certificate to your athletic administrator.
4. Complete a BCI and FBI background check and have it filed at the Ohio Department of Education. Most school districts offer this service.

##### **Multiple Source Process**

1. Complete the National Federation of State High School Association's (NFHS) Fundamentals of Coaching class. The most efficient method of completing this is online at [www.nfhslearn.com](http://www.nfhslearn.com).
  - Make certain to take "Fundamentals of Coaching" – **NOT** "Fundamentals of Coaching Soccer," "Basketball," etc.
2. Complete an approved CPR training course. You must have a current, valid certificate/card.
3. Complete one of the following first aid or sports injury prevention trainings:
  - Ohio Department of Education Approved Pupil Activity Program. Locate approved programs here: <https://core.ode.state.oh.us/CORE3/ODE.CORE.PPA.Public.UI/>
  - Medical License: (M.D., D.O, D.C., R.N., EMT, A.T.C.)
  - Nationally approved programs: Approved Red Cross "Sport Safety Training," or American Sport Education Program, or National Federation of State High School Association (NFHS First Aid for Coaches). You can access the NFHS program through [www.nfhslearn.com](http://www.nfhslearn.com).
  - College or university coursework completed within the past three years related to first aid training or athletic training.
4. Complete one of the two approved courses on concussion training through the Ohio Department of Health website:
  - The NFHS "Concussion in Sports – What You Need to Know." This is available through the NFHS website at [www.nfhslearn.com](http://www.nfhslearn.com).
  - National Centers for Disease Control & Prevention program "Heads Up – Concussion in Youth Sports Online Training Program"

Note: Both courses are free of charge, and may be completed online in about an hour. Print out your certificate of completion and send a copy with the pupil activity permit application.
5. Complete a BCI and FBI background check and have it filed at the Ohio Department of Education. Most school districts offer this service.
6. Complete the Sudden Cardiac Arrest Training - Each year, coaches must review the [Ohio Department of Health's](#) new video and related fact sheet. Although districts may choose how they will verify completion, the Department encourages use of its [Learning Management System \(LMS\)](#). Access LMS through individual [SAFE accounts](#). On the LMS homepage at top right, select the Course Catalog. Then search for sudden cardiac arrest to find the course. After permit holders view the materials and pass a short test, they can earn their certificates of completion.
6. Complete information that includes information on submitting the application can be found at: <http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits>