



APPLICATION FOR OBTAINING AN OHSAA OFFICIALS PERMIT

HOW TO APPLY

1. Read and complete the **entire document** and sign. Complete all sections.
2. Mail this form and \$60.00 check or money order payable to the **OHSAA, L-4256, Columbus, OH, 43260-4256**. It is \$30 per additional sport. It is \$65 for, Ice Hockey and Gymnastics
3. Application must be received by:
 - a. Fall sports: July 15
 - b. Winter sports: October 15
 - c. Spring sports: January 15
4. Send well in advance of the test period so rule books and materials can be mailed to you. Study materials are available as follows: Fall- late June; Winter-late September; Spring-January
5. ***If you miss the application deadline, you will need to take a course in order to work in the current year.***

TESTING PROCEDURES

1. Testing Instructions to be emailed to recipients from donotreply@ohsaa.org.
2. You will have two attempts to get 80% which is the passing grade.
3. Testing dates are:
 - a. Fall sports: July 15 to August 15
 - b. Winter sports: October 15 to November 15
 - c. Spring sports: January 15 to February 15
 - d. Exception: Track and Field test is year round
4. All tests must be submitted before 11:59 pm on the final day of the testing period.

MEETING REQUIREMENTS

1. All officials have educational session requirements, except Field Hockey and Gymnastics.
2. Officials are required to attend one state rules meeting each school year and complete annual rules review to maintain their officiating permit.
3. Information on requirements is available in the Official's Handbook. Educational sessions can be located at the following link: <http://myohsaa.ohsaa.org/public/homepage.aspx>.

ANNUAL RENEWAL OF OFFICIATING PERMIT

1. Renew your officiating permit annually starting in June.

Renewal Deadline without fees:

- Fall Sports: June 30
- Winter Sports: Sept. 30
- Spring Sports: Dec. 31

Renewal Deadline with \$50 Late Fee:

- Fall Sports: July 15
- Winter Sports: Oct. 31
- Spring Sports: Jan. 31

CREATE MYOHSAA PROFILE Directions

1. Create profile at officials.myohsaa.org
2. Complete Concussion Training - Applicants must complete a course on concussion training and receive a permit number prior to officiating.

APPLICANT CHECKLIST

1. Application Complete
2. Check or money order for the right amount. \$60 for all sports except Gymnastic (\$65) and Ice Hockey (\$65). \$30 for each additional sport.
3. Included appropriate documentation
4. Created myOHSAA Profile
5. Completed Concussion Training and entered it on myOHSAA

Please retain this page for your records as the information on it is important.
Do not send this page in with your application.



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Information below must be typed!

NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

SOCIAL SECURITY NUMBER (last 4 digits only): _____

PHONE NUMBER MOST USED: _____ ALTERNATE PHONE NUMBER: _____

COUNTY _____ EMAIL: _____

SPORT(S) APPLYING FOR: _____

1. I am now 18 years of age or older. **Date of Birth:** _____
2. I have graduated or am no longer enrolled in high school. Yes _____ No _____
3. My OHSAA Permit Number is/was _____.
4. I have been convicted of a felony. Yes _____ No _____

Explain: _____

CATOGORY APPLYING FOR:

- Inactive Official**
 - An official who wants to return to active status.
 - Required to pass an online review exam with 80% or higher.
 - Must attend four educational sessions and one state rules meeting.
 - Application must be received prior to the deadline. After the deadline you must take the course to work in the current season.
- Reciprocity**
 - Experienced officials holding another stater association's officiating permit and becomes and Ohio resident.
 - Must mail in the following with this application: photocopy of valid state officiating permit or a letter from that state's association verifying your status. Failure to submit the supporting document(s) will result in a delay in your processing.
 - Did the state you are coming from use NFHS Rules? Yes _____ No _____
 - If not, you will be required pass an online review exam with 80% or higher.
 - Must attend four educational sessions and one state rules meeting. Local meeting credit can be given from other states if they fall in the time frame as Ohio's meetings.
- Ice Hockey**
 - Required to pass an online review exam with 80% or higher.
 - Must attend four educational sessions and one state rules meeting.

- **Experienced Officials Certified by Another Sport Association Officiating Program**
 - Must mail in the following with this application: photocopies of officiating permits from the last three years or a letter from that organization verifying your status. Failure to submit the supporting document(s) will result in a delay in your processing.
 - Name of state or sports body _____
Years of Officiating _____ Level qualified for _____
 - Required to pass an online review exam with 80% or higher.
 - Must attend four educational sessions and one state rules meeting. Local meeting credit can be given from other states if they fall in the time frame as Ohio's meetings.

- **Active Officials Living in a Contiguous State**
 - An out-of-state official living in Indiana, Kentucky, Michigan, Pennsylvania or West Virginia may apply for an OHSAA Officiating permit.
 - Must mail in the following with this application: photocopy of valid state officiating permit. Failure to submit the supporting document(s) will result in a delay in your processing.
 - Must attend four educational sessions and one state rules meeting. Local meeting credit can be given from other states if they fall in the time frame as Ohio's meetings.

- **Gymnastics**
 - You must first obtain a rating from the Joint Certification Committee (JCC) of U.S.A. Gymnastics Judging Program
 - Contact a Joint Certification Test Administrator in your area to take Joint Certification Exam. Applicants must receive a minimum rating of Level 8 with an expiration date of 2017 to continue the OHSAA application process.
 - Must mail in the following with this application: photocopy of your JCC rating card to the Officiating department

CONCUSSION TRAINING CERTIFICATION

In addition, the OHSAA is confirming with all officials that the new concussion requirement has been met. The OHSAA Concussion regulations have changed in response to a change in state law when Governor Kasich signed House Bill 143. Complete details of this bill as it relates to the OHSAA can be found at www.ohsaa.org/medicine/Concussions/ConcussionRegulations.pdf. **You must acquire concussion certification before applying for an OHSAA permit. For information for completing the requirement, go to the following link and follow the instructions: <http://www.ohsaa.org/officials/default.htm>.**

By submitting this application, you swear that you have completed all necessary safety training and have provided only truthful information on this reply. By submitting this information, you confirm all information to be true.

I have completed one of the following...

<u>Course</u>	<u>Date Complete mm/dd/yyyy</u>	<u>Certification ID</u>
NFHS Concussion Training	_____	_____
Pupil Activity Coaching Permit (PAP)	_____	_____
CDC Concussion Training	_____	_____

When the completed application and your check or money order are received, an information packet will be mailed. Any information not completed will delay processing. Complete each section before submitting it to our office. Questions on the application may be submitted to Charles Anderson at canderson@ohsaa.org. By signing below, you agree that all information is accurate, and you will abide by the requirement educational requirements.

(Signature)

(Date)