



Hiring a Coach / Permit Requirements

Districts must verify all training for coaching permits

- Permit Terms
 - 3-yr permit: For those who hold no other educator credential or an educator credential not listed below.
 - 4-yr permit: For those holding a 4-yr resident educator license or a 4-yr alternative resident educator license.
 - 5-yr permit: For those who hold a 5-yr professional license, a 5-yr senior professional license, or a 5-yr lead professional license.
- Hiring Process
 - The first step is for applicants to complete the hiring process to coach. An applicant must notify the district that he or she is submitting a permit application request. The superintendent or a credentialed e-signer will need to e-sign the applications.
 - Background check – each applicant must have an up-to-date background check on file.
- Fulfill training requirements
 - See attached ODE pamphlet regarding e-signer guidance.
 - Training falls into four categories
 - (1) Fundamentals of coaching
 - (2) CPR Training
 - (3) First Aid for Coaches
 - (4) Concussion Training
- Online application
 - SAFE Account

District E-Signer Guidance: Verifying Training for Coaching (Pupil Activity) Permits

There are four required trainings for those who hold coaching (pupil activity) permits: fundamentals of coaching; cardiopulmonary resuscitation (CPR) training; first aid for coaches; and concussion training. **Districts are responsible for verifying that permit holders – and those who apply for permits through the online CORE system – have valid trainings and certifications.** With each CORE application, the e-signer's electronic signature signifies official district verification of the applicant meeting the requirements.

Districts must decide how they want to verify that trainings are valid. The Ohio Department of Education encourages districts to have applicants or coaches provide verification to the district that these trainings are completed and are current. Except for fundamentals of coaching, which is a one-time requirement, the expiration dates for the other trainings vary. Please note, some trainings will expire before the expiration of the coaching permit. In addition to verifying the trainings through documentation provided by the coach, some trainings provide an online resource to verify completion. Where available, this information is included below.

I. FUNDAMENTALS OF COACHING

- [General information](#)
- You can [verify training online here](#).

II. CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

- Permit holder must complete a course approved by the district.
- You cannot verify training online.

III. FIRST AID FOR COACHES – Applicants can fulfill this requirement through one of four options.

A. Ohio Department of Education-approved pupil activity program

- [Search for a program here](#).
- You can verify completion of training by clicking on the *Pupil Activity* link on the CORE dashboard and choosing the *Find Participants* drop-down menu.

B. Nationally approved programs:

1. **National Federation of State High School Associations**
 - [“First Aid Health and Safety for Coaches”](#) -
 - You can [verify training online here](#).
2. **American Sport Education Program**
 - [“Sport First Aid”](#)
 - [You can verify training online here](#).
3. **Red Cross**
 - [“First Aid Health and Safety for Coaches”](#)
 - [Instructions for online verification of training are here](#).

C. College or university courses

- Courses must be completed within the past three years and be related to first aid or athletic training.
- Training cannot be verified online.

D. Medical license

- The licenses M.D., D.O., D.C., R.N., EMT and A.T.C. fulfill the first aid training requirements.
- [You can verify licenses online here.](#)

IV. CONCUSSION TRAINING

Choose one of the following three options. The Ohio Department of Health's [website explains these free hour-long courses here](#), including registration and verification details as well as other information related to fulfilling state law regarding concussion awareness.

A. The National Federation of State High School Associations' training program

- ["Concussion in Sports – What You Need to Know"](#)
- [You can verify training online here.](#)

B. National Alliance for Youth Sports Concussion Training

- [Concussion Training](#)
- You cannot verify training online.

C. National Centers for Disease Control and Prevention Program

- ["Heads Up – Concussion in Youth Sports Online Training Program"](#)
- You cannot verify training online.