

PUPIL ACTIVITY PERMIT
ELECTRONIC NEW/RENEWAL

Coaches need to complete: Fundamentals of Coaching, Concussion Awareness, First Aid Health & Safety in Sports, and Sudden Cardiac Arrest at nfhslearn.com.

Current CPR certificate, course can be taken at <https://www.icpri.com>.

1. To apply for / renew a Pupil Activity Permit go to www.education.ohio.gov
2. Top of page click "Login"
3. Left side of screen OH/ID – click take a tour, then create an account (email address required)
4. You may need to receive a PIN from Department of Education before proceeding. Create a profile (answer all questions) – when complete click "Launch"
5. View ALL apps – select Educator Licensure & Records (CORE) – then "launch site)
6. Choose "My Credentials" to view your credential history. If you have a permit that is ready for renewal, you will see a drop down list next to that permit, "select action"
7. Select "Renew"
8. If this is a new permit, no other license or permit having been issued previously, go to "Apply"
9. Complete the online application. At the bottom of each page, select "save application and next."
10. Any time you are asked for a school district or superintendent, look for the little magnifying glass icon search for "TOLEDO DIOCESE" leave the IRN number blank. *Always select that, not your specific school.*
11. **All certificates and copy of CPR card** should be sent to Ellen Doran at edoran@centralcatholic.org
12. Once payment via credit card is made, you will see a page that indicates your credit card has been successfully submitted. There is one additional "continue" button to at the bottom of that page to submit the application. An email will be sent to the superintendent's office for approval.
13. Vicki Fitts will ensure that the proper workshops/coaches courses have been completed and will approve the permit.