

INSTRUCTIONS FOR COACHING CERTIFICATION

Directions to request Pupil Activity Permit through the ODE

(New)

*Be sure you have filled out all paperwork with Sally Froelich, WJ Director of Human Resources, (these include: background check, VIRTUS training, necessary WJ paperwork)

Coaching Certification Process: (NEW)

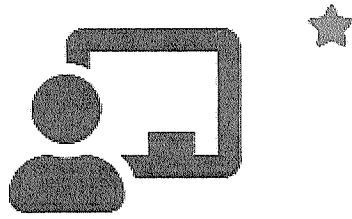
- Complete each of the **training requirements** below
- Download and save certificate of completion on your computer
- Make a copy of each certificate and submit to Mark Hassman or Barb Salata
- Download receipts and forward to athletic office for reimbursement

Training Requirements:

- Fundamentals of Coaching - through <https://nfhslearn.com>
- CPR Training - through American Red Cross, American Heart Association, or Mark Herbele, WJ Athletic Trainer
- First Aid for Coaches - through <https://nfhslearn.com> (The licenses MD,DO,DC, PA, RN, EMT, ATC, and SCS fulfill the first aid training requirements)
- Concussion Training - through <https://nfhslearn.com>
- Sudden Cardiac Arrest Training - google Lindsay's Law; view video; sign acceptance form
- PAP (Pupil Activity Permit) Application
 - Make sure you have an OH/ID Account. If you are certain you do NOT have an account, set one up at <https://safe.ode.state.oh.us/portal>
 - If you have an OH/ID Account, but do not remember the username or password, click on the "Forgot Password" link on the OH/ID portal to reset your password. Please do not set up a second OH/ID account.
 - Request access to the "Department of Education Application Request application"



- Once access is granted, select the "Educator Licensure and Records (CORE)" application



**Educator Licensure and
Records (CORE)**

Apply, renew, and maintain
licenses

[Details](#)

[Open App](#)

- Once you access "CORE," new coaches can apply for a new credential. Select "Coaches (Pupil Activity Permit)." You can choose 3, 4, or 5 year permits. Most coaches select 3-year. Complete all required fields and enter IRN#052522 for the "Esignor"