Coaching Requirements Checklist for OHSAA and Vanlue School

(Updated 8/31/2026)

1. **FBI/BCI Background Check:** Must be valid and on file with the State Board of Education. This costs around $65 and can be done at the University of Findlay Security Office, the Hancock County ESC, or most police/sheriff's offices. This **must** be done before you submit your PAP application.

2. **Pupil-Activity Permit (PAP):** Must complete the six required training courses/certifications to receive the credential. You will submit verification of certifications and training to the school.

- Fundamentals of Coaching
- CPR Training
- First Aid for Coaches
- Concussion Training
- Sudden Cardiac Arrest Training
- Mental Health Training (You **must** also need to submit this certification with your application.)

3. **Complete and submit the online application for your PAP**.

- Access your OHID account (or create one if you do not already have one)
- Click Educator Licensure and Records (CORE)
- Complete and submit the PAP application
    - Non-educators apply for 3-year @ $45; Resident educators apply for 4-year @ $60; and 5-year Professional license holders apply for 5-year @ $75
    - If renewing your previous PAP, select **Action** to the right of the permit and select **Renew**.

4. **Board Approval** through agenda at a monthly Board of Education meeting, in which application could be approved or denied.

Completed? (X)	Requirement	Cost	Time Frame	Valid for:
	FBI/BCI Check	$65	3-5 days	5 years
	Fundamentals of Coaching (NFHS)	$65	6 hours	Lifetime
	CPR Training *	$10	2 hours	2 years
	First Aid for Coaches *	$45	6 hours	3 years
	Concussion Training *	$0	1 hour	3 years
	Sudden Cardiac Arrest Training *	$0	1 hour	1 year
	Mental Health Training *	$0	3 hours	1 year
	Pupil Activity Permit (PAP)	$45-$75	5-7 days	3-5 years
	Fraud Training *	$0	15 minutes	4 years
	Board Approval	$0		
	Approximate Total Cost (first time)	$230-$260	1 month	

- Prices above reflect the cost/time frame using National Federation of State High School's Learning Center www.nfhslearn.com
- For Fraud training, visit https://ohioauditor.gov/trainings/fraud.html
- ***** - Indicates that the certification for each of these training courses can be obtained by going through the 17 modules on Coaches' Toolchest for a fee of $49. coachestoolchest.com