

COVERAGE

All coaches, directors, supervisors and advisors of the following Forest Hills programs **must complete** the Pupil Activity Permit application form and CPR requirements **before they begin work** with their teams or activity groups. There are **no exceptions**.

FOREST HILLS PROGRAMS

- All interscholastic sports teams, 7-12
- All strength coaches, athletic trainers and fitness center coordinators, 9-12
- All intramural programs, K-12
- All marching band and marching band auxiliary programs, 9-12
- All cheerleading programs, 7-12

PUPIL ACTIVITY PERMIT PROCESS

- Individual completes an approved Sports Safety Training Program which is reported to the state by the provider, **AND**
- Individual must be fingerprinted electronically at the Forest Hills Board of Education, HR Department at a cost to the individual of \$46.00.
- Individual submits, to the Human Resources Office, an application and \$45.00 check made payable to Treasurer, State of Ohio, for their Pupil Activity Permit.
THEN
- A three-year Pupil Activity Permit will be issued by the Ohio Department of Education effective July 1 through June 30 three years hence.

PUPIL ACTIVITY PERMIT REQUIREMENTS

Candidates seeking employment to direct, supervise, or coach athletics or a student activity program that involves routine/regular physical activity or contact must meet the specified criteria for a Pupil Activity Permit.

1. Complete a Sports Safety Training Program approved by the Ohio Department of Education, **or**
2. Complete a nationally recognized pupil activity training program approved by the Ohio Department of Education, **or**
3. Complete a comparable college or university course(s), **AND**

ANNUALLY

Personnel employed to direct, supervise, or coach athletics or a student activity program that involves routine /regular physical activity or contact programs are also required to maintain a current CPR validation.

RESPONSIBILITIES FOR COACHES AND ADVISORS

Schedule and attend Sports Safety Training Program and CPR training in preparation for your assignment.

Get a receipt or verification of your training the day of the workshop from the provider and return a copy to the Athletic Director.

Provide the Human Resources Department with a copy of your Pupil Activity Permit when you receive it from the State Department of Education.

Maintain a personal record of your workshop attendance and certification.

Coaches and Advisors are responsible for locating and attending Sports Safety and CPR Training, maintaining personal records, fingerprinting, and filing appropriate certificates with the Human Resources Department.

VOLUNTEER COACHES AND ACTIVITY ADVISORS

All volunteers directing or assisting with the identified Forest Hills sports/activity programs must complete the ***Coach Application and a background check***, prior to working with student athletes. There are **no exceptions**.

**RESPONSIBILITIES FOR BUILDING
PRINCIPALS AND ATHLETIC
DIRECTORS**

To make every attempt to hire coaches and advisors in advance of the first day of practice thus providing an opportunity for Sports Safety and CPR training.

To provide all new coaches and advisors with Pupil Activity Permit requirement information and a list of available seminars.

To maintain a list of available Sports Safety and CPR workshops.

Maintain list of CPR information files.

To enforce *Pupil Activity Permit* and *CPR* requirements.

**RESPONSIBILITIES FOR THE HUMAN
RESOURCES OFFICE**

To make every attempt to hire coaches and advisors well in advance of the first day of practice thus providing an opportunity for Sports Safety and CPR training.

To maintain Pupil Activity Permit information files.

To enforce *Pupil Activity Permit* and *CPR* requirements.

**OHIO HIGH SCHOOL ATHLETIC
ASSOCIATION**

Mission Statement

The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics.

<http://www.ohsaa.org/>



PUPIL ACTIVITY PERMIT

REQUIREMENTS

&

GUIDELINES



**FOREST HILLS SCHOOLS
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Revised
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