

## Requirements for obtaining a PAV (Pupil Activity Validation) Permit

1. **Lindsay's Law** aka Sudden Cardiac Arrest (SCA)- Required by the state legislature, it is an on-line course to be done through a safe account.

- a. Certificate print out after completion needed by compliance officer
- b. Is required to do each year
- c. No cost
- d. Takes about 40 minutes
- e. **Can be done only after PAV has been issued**

2. **CPR**-Required by OHSAA, it is a hands-on approach to basic CPR and AED use.

It is currently offered by our Athletic Trainer through a contract with Altman but also can be done with the school nurse. All these are arranged times done here at the high school.

- a. A card is issued and copy of card is needed by compliance officer
- b. Is required to do every 2 years
- c. Current cost is \$10.00 through Altman, no cost through school nurse.

**NO ON-LINE COURSES ARE ACCEPTED**

- d. Takes about 1.5 - 2 hours
- e. Offered 3 times during school year-October, February, and May through Altman and scheduled dates through the school nurse.

3. **Concussion Course**-Required by the OHSAA, it is an on-line course offered through NFHSLEARN.com

- a. Certificate print out after completion needed by compliance officer
- b. Is required to do every 3 years
- c. No cost
- d. Takes about 40 minutes
- e. Can be done at your convenience

4A. **First aid, Health and Safety for Coaches** (for non-coaches)-On-line course offered through NFHSLEARN.com

- a. Certificate print out after completion needed by compliance officer
- b. Re-certification varies 3, 4 or 5 years (for most it will be every 3 years)
- c. Cost is \$45.00
- d. Can be done at your convenience

4b. **Sports Med Class (for coaches)**-Class offered through our League for free but coaches can also take the above course for \$45.00 if cannot make league class.

- a. League attendance certificate returned to compliance officer
- b. Re-certification varies 3, 4 or 5 years depending on teaching certificate
- c. No cost unless you do it on-line (see above)
- d. Usually offered in July, October and in February and rotates venue alphabetically each time by schools in our league.

5. **Fundamentals of Coaching** Course-Required by the OHSAA, it is an on-line course offered through NFHSLEARN.com

- a. Certificate print out after completion needed by compliance officer
- b. Only required to do one time
- c. Cost is \$65.00
- d. Takes about 6-7 hours but can be done in stages
- e. Can be done at your convenience

6. **Fingerprints (BCI/FBI)**-Required by the State

- a. Both must be done initially and thereafter only FBI has to be done every 5 years... and as long as you reside in the State of Ohio BCI does not need to be done again.
- b. Cost for both is around \$60.00
- c. Can be done at Police Dept. or Sheriff's Dept. or DHS in Carrollton

7. Apply for your PAV certificate

- a. Once your requirements have been done and you have turned all your certificates of completion to the compliance officer, you can then apply for your PAV certificate issued by the state which becomes your license to coach. (Remember that you can only do Lindsay's Law after you have received your PAV).

### Application process

First set up a **Safe Account** (needed to pay for you PAV and to do the Lindsay's Law class)

- a. In a google search box, type in : ODE safe account
- b. Click on: sign up
- c. Check the box that says: I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit.
- d. Follow the directions from there

Directions for **Lindsay's Law** (Sudden Cardiac Arrest)

- a. Type in a search bar the following: <https://safe.ode.state.oh.us/portal> and hit enter
- b. Type in your username and password and hit enter
- c. Click on Learning Management Systems
- d. Click OK
- e. Lindsay's Law (SCA) should appear on the right side of your screen under "My Courses"
- f. Take the course and print certificate of completion and send to me in Athletic office

Lindsay's law is due every year. It is best to do it in May so that you can go through the entire school year without having to do it again in mid-year or mid-season coaching.

Directions for the **on-line concussion course**:

- a. in the address box type in: nfhslearn.com and hit enter
- b. click on: courses (at top of page)
- c. Click on: register to take a course
- d. scroll down course listing to: Concussion in Sports
- e. click on: view course
- f. click on: order course (it is free)
- g. follow directions from there

Directions for the **fundamentals of coaching course**

- a. in the address box type in: nfhslearn.com and hit enter
- b. click on: courses (at top of page)
- c. scroll down course listing to: Fundamentals of Coaching
- d. click on: view course
- e. click on: select your state state
- f. click on: order course (\$65.00)
- g. follow directions from there

Directions for the **first aid, health and safety course**

- a. in the address box type in: nfhslearn.com and hit enter
- b. click on: courses (at top of page)
- c. scroll down course listing to: first aid, health and safety
- d. click on: view course
- e. click on: select your state
- f. click on: order course (\$45.00)
- g. follow directions from there

## Applying for your PAV certificate

- a. in the address box type in: <http://education.ohio.gov> and hit enter
- b. on this page, scroll down to the green box below where it says teacher resources and click on: educator license
- c. on this page scroll down and under resources click: Sign into safe; create an account
- d. sign in using your previously established username and password -enter
- e. on this page under Web Systems click on: ODE.CORE
- f. on this page click on the box that says: APPLY
- g. on this page click on: the dark green box that says: Coaches, aides... and then click on the appropriate license-either a 3,4 or 5 year pupil permit. (if you have a teaching license it will be whatever your license is, if you do not have a teaching license you will click the 3 year pupil permit)
- H. click on: APPLY
- i. under "select credential" click on: 3 year pupil activity permit
- j. select your effective year
- k. click on: save application and next
- l. follow instructions from there

**SAVE YOURSELF A LOT OF GRIEF DOWN THE ROAD AND WRITE DOWN YOUR USENAMES AND PASSWORDS WHEN YOU CAN EASILY RETRIEVE THEM. YOU WILL BE USING THEM AGAIN.**

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