

Student Activity License Guidelines as required by on ORC 3319.303 and 3313.53

First Step-you must be hired by Board of Education

Second Step – attend following classes:

- National Federation of State High School Associations Fundamentals of Coaching class
- CPR training course
- First aide or sports injury prevention training
- Concussion training

Please get with the AD about these trainings. Many times these classes are offered in district for your convenience.

Also, see attached OHSAA instructions on completing these classes; some are online.

Third Step – complete a BCI and FBI background check. YOU MUST call CCESC for an appointment at (513) 735-8300. You will complete your background check at CCESC in Batavia and they will file the license with the District Superintendent’s office AND ODE for you. It will cost about \$55 for this BCI check.

DO NOT go to the Clermont County Jail or Clermont County DD, they don’t have the ability to file with ODE.

Fourth Step - Complete an application with Ohio Department of Education (ODE) in order to receive your pupil activity permit. <http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License>

You will submit proof of your attended classes and will need to pay an application fee of \$45.00. CCESC will send the BCI/FBI information to ODE. After all this is complete and the Superintendent has approved it, ODE will issue your permit. **See attached Step by Step Credential Application Guide for new Pupil Activity Permits to for help with applying online for this permit.**

ONLY AFTER you have received your permit, are you allowed by law to coach children. Do not attend practice or games before this permit is complete.

I agree that I have read and understood these requirements. In addition, I agree that I WILL NOT work with students or athletes until these process is complete and my license has been remitted to the Treasurer’s Office at Williamsburg Local Schools.

Coach’s signature

AD signature

After signing this form and your contract, remit both back to the Treasurer’s Office for processing. At that time your tax/new employee paperwork will be given to you.