

# Ohio **INITIAL** Pupil Activity Permit (PAP) Application Checklist

## Before You Begin

1. Create/Complete the Safe Parish Registration at this [link](#). (Directions for Registration)

2. Create or Log In to Your **OHID Account** (Use this [link](#))

- Create or sign in at **ohid.ohio.gov**.
- Access the **Educator Licensure & Records (CORE)** system from your OHID dashboard.

3. Complete Fingerprints/Background Checks at **Selection.com**

- Ensure **current BCI & FBI background checks** are on file with the State Board of Education and Safe Parish. Your permit will not be issued until these are received.  
(Note: If this is your first credential/license - your BCI and FBI fingerprints need to be completed within 365 days of your application.)

4. Once you have completed the steps above and are **APPROVED in Safe Parish**, move to the application steps.

5. Determine your permit term:

- 3-Year PAP — if you hold **no other educator credential** or hold an educator credential not eligible for a 5-year PAP
- 5-Year PAP — if you hold a **5-Year Professional, Senior Professional, Lead Professional** license, or a **Permanent Teaching Certificate**.

6. Complete Required Training – After completing all courses, please have your AD send the Coaches Toolchest Certificate to the Catholic Schools Office. Submit only the **Mental Health Training** certificate in

CORE. Required courses:

- **Fundamentals of Coaching** (one-time)
- **CPR Training**
- **First Aid for Coaches**
- **Concussion Training**
- **Sudden Cardiac Arrest (Lindsay's Law)** training
- **Mental Health Training** (certificate uploaded with application)

7. Complete Background Checks

- Ensure **current BCI & FBI background checks** are on file with the State Board *Department of Education and Safe Parish*. Your permit will not be issued until these are received.

## **AFTER COMPLETING THE ABOVE STEPS:**

1. Start the Online Application

- Open **CORE** → go to **My Credentials**.
- Select **Apply for NEW Credential**.
- Choose **Coaching (Pupil Activity) Permit**
- Select the correct **effective school year**.

2. Upload Required Document

- Upload your **Mental Health Training certificate** only. (All other training is verified by your school, not uploaded.)

3. Required Application Signatures

- Click FIND button, in IRN Box enter **052514**.

- [ ] Select Cincinnati Archdiocese and close the box.

#### **4. Submit Application**

- [ ] Review all entries thoroughly.
- [ ] Click **Pay and Submit Application**.
- [ ] Pay online using **credit card or e-check**.

#### **5. Final Step**

- [ ] Wait for processing. Once approved, your Pupil Activity Permit will appear in your **OHID / CORE** account.

#### **Questions:**

##### ***Kevin Vance***

Office of Licensure and Leadership

Catholic Schools Office

Archdiocese of Cincinnati

513-263-3451

[kvance@catholicaoc.org](mailto:kvance@catholicaoc.org)