

Ohio **RENEWAL** Pupil Activity Permit Application Checklist

Before You Begin

1. Complete Fingerprints/Background Checks at Selection.com

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

2. Determine your permit term:

- 3-Year PAP — if you hold **no other educator credential** or hold an educator credential not eligible for 4 or 5-year PAP
- 5-Year PAP — if you hold a **5-Year Professional, Senior Professional, Lead Professional** license, or a **Permanent Teaching Certificate**.

3. 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)

4. Complete Background Checks

- 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.

AFTER COMPLETING THE ABOVE STEPS:

1. Access the CORE System

- Sign in at ohid.ohio.gov
- Open the **Educator Licensure & Records (CORE)** app from the OHID App Store.

2. Start a New Application

- Go to **My Credentials**.
- Select **Apply for NEW credential**.
- Select **Take action on my EXISTING credential**
- Select **Renew My Credential**

3. Create or Log In to Your OHID Account

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

4. Start the Online Application

- Open **CORE** → go to **My Credentials**.
- Select **Renew** (not “Apply for NEW Credential”).
- Choose the correct **Coaching (Pupil Activity) Permit** term
- Select the correct **effective school year**

5. Upload Required Document

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

6. Required Application Signatures

- Click the FIND button, in IRN Box enter **052514**.
- Select Cincinnati Archdiocese, and close the box.

7. Submit Application

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

8. Final Step

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

Questions:

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