

PUPIL ACTIVITY PERMIT APPLICATION REQUIREMENTS

1. Background Check/Fingerprinting Requirements

- a. Completion of the Virtus Training for the Decree on Child Protection.
- b. Completion of the online background check through your Virtus account/toolbox.
- c. Completion of fingerprinting:
 - i) **Fingerprints for your first credential** - you will need a BCI and FBI background check. Fingerprinting should be completed through Selection.com. BCI and FBI fingerprints must be on file at ODE and the Archdiocese of Cincinnati.

If you have other credentials with ODE and this is not your first credential, the following rules will apply:

If you have been a resident of Ohio for the past 5 years: A BCI background check is required only if you do not have one on file with ODE, you are new to the Archdiocese, or have a break in service over 1 year. An **FBI** background check is required if the FBI report on file with ODE is more than 5 years old.

If you have not been a resident of Ohio for the past 5 years: both the BCI and FBI background check are required.

- ii) **Fingerprints for renewing your pupil activity permit** - BCI fingerprints are good indefinitely if you have been a resident of Ohio for the past 5 years. FBI fingerprints are good for 5 years. You can check your prints using your **OH/ID** account on the ODE website. If you need to be fingerprinted - all fingerprinting should be completed at Selection.com. The fingerprint results must be on file at ODE and the Archdiocese of Cincinnati.

2. The following requirements for the PAP need to be submitted to your school's AD or designated assistant prior to your license application.
 - a. First Aid certificate
 - b. CPR Certificate
 - c. Concussion training verification
 - d. Fundamentals of Coaching verification
 - e. Sudden Cardiac Arrest Course (annually)

You may access ODE for information on these requirements.

3. Once you have completed the background check, fingerprinting requirements, and you have submitted your PAP verification to your school, you are eligible to begin the licensure application process with ODE.

Questions:
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