

List of items that must be completed before you can apply for your Pupil Activity Permit for the Avon Local Schools:

1. **BCI/FBI background check** – Can be completed at the Educational Services Center of Lorain County – 1885 Lake Avenue, Elyria, OH 44035. The number is 440.324.5777 Pam Gamble at ext 1113. Cost is \$60
2. **Fundamentals of Coaching** online class. Cost is \$65 <http://www.nfhslearn.com/>
3. **Sports Safety Program and CPR certification.** The American Red Cross Sport Safety Training Program. You can now take it online. Go to: <http://www.nfhslearn.com/coreCourseDetail.aspx?courseID=1001>

This is the same website you need to go to do your Fundamentals of Coaching Class.
5. **NFHS Concussion Course, Creating a Safe and Respectful Environment and Sportsmanship Course (both are free).** Go to <http://www.nfhslearn.com/> **Print out certificates.**

*****When you complete the above classes, save your certificates as a PDF on your computer. When you log in to apply for your Pupil Activity Permit, you will need to upload those documents.*****

Once the above items are completed, you can start the process to apply for your permit. Step one is creating a SAFE account (if you don't already have one) on the ODE website.

You need to ensure that applicants have [SAFE accounts](#)

How do our coaches set up SAFE accounts?

Remind those who will apply for educator licensure or pupil activity permits that they also will need SAFE accounts. When setting up an account, the system will ask for date of birth and the last four numbers of the person's Social Security number. **It also will ask for an Ohio driver's license or state of Ohio identification number (available from the Bureau of Motor Vehicles). Those who do not have one of these forms of identification should allow a bit more time.** They will find instructions within the SAFE account creation menu about how to submit another form of identification.

Once the department validates the SAFE account, the user should log in to verify that his or her email address is entered correctly. They may do this by clicking on the “change email” link.

To create the SAFE account, go to the following website:

<https://safe.ode.state.oh.us/portal/signup/signup>

Before logging into your SAFE account, have your class certificates somewhere on that computer so you can upload them during the application process. You will also be asked to provide payment information, so have your credit card information ready as well.

Once a SAFE account is set up, you should login to the account and click on the “My Educator Profile/My Applications” link. From there, you will need to click the appropriate items – you are either renewing a credential or submitting a new credential application.

You will be asked several questions that should be self-explanatory. Two questions you may not know how to answer:

1. You will be asked for the “Effective Year”. If you are renewing your certification, you can put the year when your current certification expires. Example: You currently hold a PAP which is good through June 30, 2014. Your “Effective Year” will be 2014. So it will be effective July 1, 2014. If you are applying for a new certificate, it will depend on when you need your certification. Please call the athletic office and we will let you know what your effective year should be.
2. You will be asked where you want your certificate to be mailed. Please have it mailed to your home. You will receive 2 copies, please give one to the athletic office and keep one for yourself.

Once you submit your application, you will receive an email when Avon’s superintendent, Michael Laub, electronically signs your application. At that point, ODE will start to process your application.