



## Pupil Activity Permit (PAP) Application Instructions For Ohio Coaches Revised 11/17/23

1. Visit the designated link provided for the PAP application process [here](#).
2. If you have an existing Ohio Department of Education Profile, click "Log in." Otherwise, create a new profile, provide necessary information, and await approval. If you need assistance with your Log in click "Forgot your OH|ID or password?" and proceed to enter your phone number or email address for username/password recovery. Do not create an account if you already have one.
4. Upon logging into OH|ID, click "My Apps" on the top bar. Locate the "Educator Licensure and Records (CORE)" app and click "Open App."
5. Under "My Credentials," select "Apply for New Credential" or "Renew Credential"
6. Choose "Apply for a NEW (or Renew) credential" and then select "Coaches (Pupil Activity Permit)."
7. Select the appropriate Permit Year based on your credential status. Confirm your selection in the drop-down box.
  - Permit Year 3 is only for those who do not hold an educator credential or who hold a credential other than a resident educator, alternative resident educator, professional, senior professional, and lead professional.
  - Permit Year 4 is only for those who hold a current resident educator or alternative resident educator license.
  - Permit Year 5 is only for those who hold a current professional, senior professional, or lead professional license.

Confirm your selection in the drop-down box.

8. In the "Effective" dropdown, choose the current year (07/01/2024). Click "Start Application Process."
9. Answer all application questions - **UPLOAD YOUR MENTAL HEALTH CERTIFICATE HERE.** This is a new requirement as of 10/2/23. Anyone applying for or renewing the Pupil Activity Permit MUST attach a certificate of completion for mental health.

If you use Coaches' Tool Chest - you can get a copy of your certificate at the link below:  
<https://coachestoolchest.com/coaches-information/>

10. In the second-to-last box labeled "Superintendent Signature," use the "Find" button to locate your school. Select your school or enter your IRN. If you select your school, the IRN will be automatically filled.

11. Answer the final yes or no question and click "Review and Submit Application."

12. After submission, access the overview page and choose to "Print" or proceed to "Pay and Submit Application."

13. On the "Credential Applications Payment" page, select your payment method and enter the required payment information.

-Permit Year 3 is \$45

-Permit Year 4 is \$60

-Permit Year 5 is \$75

For assistance with the application process, please email your inquiries to the Office of Educator Licensure inbox at [educator.licensure@SBOE.ohio.gov](mailto:educator.licensure@SBOE.ohio.gov) or call 877-644-6338.

**Coaches' Tool Chest is your one stop for ALL the certifications needed to apply for your Ohio Pupil Activity Permit.**

[www.coachestoolchest.com](http://www.coachestoolchest.com)  
[info@coachestoolchest.com](mailto:info@coachestoolchest.com)

