

### **FBI and BCI Checks**

To get your FBI and BCI checks completed you will need to make an appointment with the Darke County ESC.

Please take your drivers license and cash/check to purchase both the FBI and BCI checks.

To get reimbursed, you will need to get the receipt and turn it into the Athletic Director or Treasurer.

### **Coaches Tool Chest**

To complete the coaches tool chest certification you will need to get a code from the Athletic Director.

Use the code when logging into an account.

Once the course is completed send the certification to the Athletic Director and be sure to save it for when applying for the Pupil Activity Permit.

### **Instructions to applying for a Pupil Activity Permit**

1. Go to <https://sboe.ohio.gov/home> (Ohio State Board of Education website)
2. Click Educator Licensure
3. Click Apply for a new license
4. Find Pupil Activity Permit
5. Once on the Pupil Activity Permit site use the blue button on the right of the screen to launch the CORE application.
6. Login or create an account.
7. Open the Educator Licensure and Records (CORE) application.
8. Find the My Credentials tab and click apply for new credentials.
9. Find Pupil Activity Permit and select the 3 year option.

You will need to have your BCI and FBI checks completed along with the coaches tool chest certification prior to starting the Pupil Activity Permit.

Your coaches tool chest certificate will be required when completing the PAP.

If you have any questions or concerns while completing these steps, please contact the Athletic Director.