

## How to apply for a Pupil Activity License

All applications have to be done online.

- a) Go here. <https://safe.ode.state.oh.us/portal/>
  - b) Click the sign up button
  - c) Register for the website
  - d) Receive confirmation of registration/password email
  - e) Go back to website on step a) and sign in.
  - f) Click OCE.CORE
  - g) Hold the cursor over my educator profile and click on my applications
  - h) Click new credential application
  - i) Click Permit then pupil activity permit then apply
- at this point you are filling in information for application. you will need to download certificates for your pupil activity class and concussion course). When you get to the superintendent's signature, click the search button. Our IRN number is 046276
- j) Once you complete the application, submit it for approval and make your payment of \$45.00.

Contact the Athletic Director's office if you have trouble with this process.