

# **ATHLETIC CLEARANCE**

*Quick steps for parents/students using the online athletic clearance process.*

**Prepared for:**

Athletic Directors

Athletic Assistants

Parents/Students

**Prepared by:**

Home Campus

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Questions? Go to [Support.AthleticClearance.com](http://Support.AthleticClearance.com) and submit a ticket.

# Online Athletic Clearance Instructions

1. Visit [www.AthleticClearance.com](http://www.AthleticClearance.com) and choose your state.

*Please note that with the athletic clearance account updates this summer, you will have to create a new account. You may be able to use the same log in information from before, however, information will not be transferred over. For help, see the [helpful tips](#) below. This includes helpful information for required forms, homeschool students, transfer students and more.*

## *Helpful Tips*

- When creating the account, you may not be able to complete the registration in one sitting without uploading the required forms. WE recommend preparing your forms prior to creating your account so that you can continue past the upload portion of registration. See the required forms below.

- **REQUIRED FORMS FOR STUDENT ATHLETE CLEARANCE:**

- 1) FHSAA EL2 – Pre-Participation Physical Form
- 2) Parent/Guardian Government Issued Photo ID
- 3) NFHS Concussion Certificate
- 4) NFHS Heat Illness Certificate
- 5) NFHS Sudden Cardiac Arrest Certificate

**These forms must be completed and uploaded before the first official day of your respective sport.**

- If you are a **Homeschooled Student** please upload your FHSAA EL7V – Verification of Student Registration with Public School District Home Education Office Form under the EL2 Pre Participation Physical upload section.
  - If you are a **Transfer Student** please upload your FHSAA GA4 – Affidavit of Compliance with the Policies on Athletic Recruiting & Non-Traditional Student Participation Form under the EL2 Pre Participation Physical upload section.
  - If you have a CURRENT physical but and DO NOT have a copy of the current physical **please email our athletic trainer Nicole Strout [nstrout@selectmedical.com](mailto:nstrout@selectmedical.com). She can upload the physical form from the previous account when necessary.**
2. **Register**: PARENTS register with valid email username and password. Please use an email you use regularly. **You will be asked to type in a code to verify you are human. If this step is skipped your account will not activate. (If this step is skipped, please contact us to activate your account).** **If you are creating a new account, click create account first.**
  3. **Login**: using your email address/password that you registered with.
  4. **Start**: Select “**Start Clearance Here**” to start the process.
  5. Choose the School Year in which the student plans to participate.  
*Example: Football in Sept 2021 would be the 2021-2022 School Year.*
  6. Choose the School at which the student attends and will compete for.

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7. Choose Sport. If you know you are playing multiple sports, please click “Add New Sport” below the drop-down menu and continue this process for each sport you plan to participate in. **If you are unsure, you may still select a sport you are interested in.**
8. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms. **(If you have gone through the AthleticClearance.com process before, you will select “Choose Existing Student” and from the dropdown menu on those pages. Please do so for Parent Information as well).**
9. The current physical for the upcoming year is listed at the end of the medical section in the red box. You may click this for the download if you do not currently have a copy.
10. Complete the Student Signature Forms by completing the signature boxes in this next step: 1) EL3 Consent and Release from Liability Certificate for Concussions 2020R, 2) EL3 Consent and Release from Liability Certificate for SCA & Heat-Related Illness 2020R, 3) EL3 FHSAA Established Rules and Eligibility 2020R, 4) EL3 Consent and Release from Liability Certificate 20R. **Complete this step for the Parent Signature forms on the next page. BOTH must be completed. The Parent signatures also include the “Statement of Consent”.**
11. **File Upload:** Mandatory files to be uploaded are as follows... the EL2 Pre Participation Physical form and the Seffner Christian Athletic Waiver/Medical Release Form can be downloaded at this time.
  - a. *FHSAA EL2 Pre Participation Physical*
  - b. *Parent/Guardian Government Issued Photo ID*
  - c. *NFHS Concussion Certificate*
  - d. *NFHS Heat Illness Certificate*
  - e. *NFHS Sudden Cardiac Arrest Certificate*

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There are multiple ways that you can scan a document and upload it on the website (printer/scanner, mobile app, etc.). Perhaps the simplest way is to take a picture of it on your phone and then upload it. However, you might need to merge those images or PDFs into one file. Here are two great tools that will allow you to merge PDFs into one file and also JPG images.

Merge Multiple PDFs - <https://smallpdf.com/merge-pdf>

Merge Multiple JPGs - <https://smallpdf.com/jpg-to-pdf>

12. *Optional **Donation** to your athletic program or pay participation fees (private schools only).*
13. Once you reach the **Confirmation Message** you have completed the process. **You should also get an email confirming your registration.** Please save the email in case there are any issues.
14. All of this data will be electronically filed with your school's athletic department for **review**. When the student has been **cleared for participation**, an email notification will be sent. **If your account remains "pending" or has another status other than "Cleared" you are NOT cleared for participation.** Please check with your athletic trainer, coaching staff, or athletic administrators. You will be emailed when further action is needed

# Online Athletic Clearance FAQ

## What is my Username?

Your username is the email address that you registered with.

## Multiple Sports

You will have an option to select multiple sports once you select the school year your child will be participating in. PLEASE ONLY CHECK OFF SPORTS YOU KNOW YOU WILL PLAY. Don't just check ones because you are interested in those, however, please select the sports you have intent on playing even though that may change over the course of the year.

If you decide to participate in an additional sport/activity later on, you can access the multiple sport check boxes by clicking on "Print" under the Confirmation Message of your original Clearance for that specific year.

## Physicals

The physical form your school uses can be downloaded on the Physicals page. Most schools will accept the physical online (done by uploading the completed form on Step #2). **Physicals will be uploaded online only, please do not turn it in to the school for upload.**

## Document Library

This area is meant to store your files so they can be accessed later in the year or perhaps years following. You can either upload your files to the Document Library then apply them to your Clearance on the Physical page OR you can choose/browse for the file on the Physical page and the file will save to the Document Library for future use.

## Why haven't I been cleared?

Your school will review the information you have submitted and Clear or Deny your student for participation. You will receive an email when the student is cleared.

## My sport is not listed!

Please contact your school's athletic department and ask for your sport to be activated.

# NFHS Course Instructions – 3 Total

1. Go to [www.nfhslearn.com](http://www.nfhslearn.com).
2. “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account
  - If you do not have an account, “Register” for an account. Remember to save your password and username for the following year or if you need to access your certificates of completion at any time.
3. Click “Courses” at the top of the page.
4. Scroll down to the specific course from the list of courses.
5. Click “View Course”.
6. Click “Order Course.” This is free, it will show as 0 for cost.
7. Select “Myself” if the course will be completed by you.
8. Click “Continue” and follow the on-screen prompts to finish the checkout process. (Note: There is no fee for these courses.)

## Beginning a Course

1. Go to [www.nfhslearn.com](http://www.nfhslearn.com).
2. “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account.
3. From your “Dashboard,” click “My Courses”. The options under my courses will only populate if you ordered courses from the steps listed above.
4. Click “Begin Course” on the course you wish to take.
5. **Download to certificate of completion for EACH COURSE. The school does NOT get notified upon course completion, the certificates must be uploaded to your athletic clearance account.**

For help viewing the course, please contact the help desk at NFHS. There is a tab on the upper right hand corner of [www.nfhslearn.com](http://www.nfhslearn.com). If you should experience any issues while taking the course, please contact the NFHS Help Desk at (317) 565-2023.

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