



## Athletic Participation Instructions

**The application for athletic participation will only be submitted electronically and can be found on the Hillsborough County Public Schools Athletics Department website at:**

<https://www.hillsboroughschools.org/Domain/2455>

or can be directly accessed on the Athletic Clearance website: <https://athleticclearance.fhsaahome.org/>

All students will be required to complete, submit, and receive verification of clearance prior to being allowed to participate in athletics at any Hillsborough County Public School. This includes participation in conditioning, tryouts, practice, contests and approved off-season activities.

***In order to successfully complete this process, read this entire document before starting the registration process and be sure to have all required documents scanned in order to be uploaded when prompted.***

On the login page, click “Register” under the login box. The parent or legal guardian must register the student-athlete and use the parent’s or legal guardian’s email address. The student-athlete will be required to sign all portions, as well as the parent or legal guardian.

**Prior to starting**, you will need the following documents available to complete the registration process:

1. EL2/Physical: must include **doctor’s stamp, signature and date** on page 4.
2. Proof of purchase or insurance card of mandatory School Insurance

### Insurance Information

School insurance is mandatory and must be purchased online:

<https://hcpsathleticprotection.com/>

Enrollment process, if needed:

Click on “first time visitor” on the home page or enter your login information and follow the prompts.

Click: Hillsborough County

Select High School

There are three groups of insurance and it is purchased by sport. **\*\*\*Make sure you purchase the highest level Group in which your student-athlete will participate\*\*\***

- i. Group A: \$60 Football and Lacrosse and all sports in Group B and Group C
- ii. Group B: \$40 Volleyball, Soccer, Basketball, Wrestling, Baseball & Softball and all sports in Group C
- iii. Group C: \$30 Cheerleading, Cross Country, Golf, Swimming, Track, Tennis, Girls Flag Football, ROTC, Team Managers

3. Birth Certificate (all students must upload)
4. Proof of Residence (examples: current electric/water/gas bill within the **last 30 days**, current lease (to include all pages of lease), mortgage statement within the **last 30 days**, tax record showing homestead exemption). Scan proof as ONE document.
5. Government issued photo identification of parent or legal guardian completing the registration (this is in addition to the current proof of residence). Government issued photo identification must include address on identification.
6. Certificates for the three required FHSAA videos (in student's name) from nfhslearn.com. Scan document separately because each will be able to be uploaded individually. (Instructions for viewing the videos is attached.) Videos must be completed after May 15 of the current year to be accepted for the following school year.

## **Registering Your Student-Athlete**

Follow these steps to register once on the Athletic Clearance website: <https://athleticclearance.fhsaahome.org/>

*Drop down menu for year:*

Select 2022-2023

*Drop down menu for school:*

Select school

*Drop down menu for sport:*

Click the first sport the student is interested in participating. **Then add additional sport(s) by selecting Add New Sport for each.**

Click "Next"

### **Step 1: Student Information**

Complete/Update all fields of information.

**\*\*Student cell phone number can be entered as (000) 000-0000\*\***

#### Enrollment History

Click one:

- My student has never attended a different high school. *Students that have attended the same high school since entering 9<sup>th</sup> grade and have never transferred to or from another high school.*
- Student is entering 9<sup>th</sup> grade for the 2022-23 school year
- Student is elementary or middle school: DO NOT USE
- Student is transferring from another school: *This applies to students that started 9<sup>th</sup> grade at one high school and have transferred to this school at some point while in high school. If this applies to you, enter the name of the high school with city and state, student previously attended.*

Click "Save and Continue"

## **Step 2: Parent/Legal Guardian Information**

Fill in the boxes and make sure all information is complete and accurate.

*NCSA College Recruiting Advertisement*

Please do not feel obligated to click yes. If you select yes, you will be contacted by an agency sales representative. Your coach and/or school support staff at your school will be able to assist with the college recruiting process.

## **Step 3: Medical History**

Complete the questionnaire. This will create the student-athlete's medical release card.

Click "Save and Continue"

## **Step 4: Program**

Select the Insurance Group purchased based on the amount paid and the sport of participation. For multiple sport athletes, select the group of the sport with the highest amount paid.

Click "Save and Continue"

## **Step 5: Signatures**

Read each statement and type first and last name for student and/or parent/legal guardian in the signature box. Be sure to use exact name used in the Student Information and Parent/Guardian Information steps.

Click "Save and Continue"

**Step 6, Files/Uploads Section** Documents are to be scanned and uploaded per required section.

**\*\*\*Please note that required documents with multiple pages can be uploaded as individual pages either PDF or JPEG.\*\*\***

### **A. EL2 - Preparticipation Physical**

You can download the approved sports physical from this section and upload after being completed by the appropriate personnel. **Physical must be stamped, signed and dated by the appropriate medical personnel to be valid.**

Upload to the box that says: Upload EL2/Physical

### **B. Birth Certificate**

**\*\*All student-athletes must submit a birth certificate\*\***

### **C. Proofs of Residence**

Upload the Proof of Residence (examples: current electric/water/gas bill within the last 30 days, full, current lease (all pages), mortgage statement within the last 30 days, tax record showing homestead exemption).

### **D. FHSAA Required Course Video Certificates**

Upload the required certifications individually as either PDF or JPEG. Certificates must be in student's name and dated after May 15, 2022.

Required videos:

1. Concussion in Sports
2. Sudden Cardiac Arrest
3. Heat Illness Prevention

All courses are free and completed online by the student-athlete at [www.nfhslearn.com](http://www.nfhslearn.com)

### **E. Proof of Insurance**

Upload mandatory school insurance card that can be printed after enrolling student-athlete at: <https://hcpsathleticprotection.com/>

### **F. Government Issued Photo ID**

Upload Government issued photo ID of parent or legal guardian completing the registration. Address on photo ID must match address of the required proof of residence. Government issued photo ID is **not** considered the required proof of residence.

### **G. School Specific Forms**

Schools may require additional information for eligibility. If so, complete this section. Upload completed form(s) where it shows "Additional Documents". The student's school will communicate/provide this information.

Click "Save and Continue"

**Once the Assistant Principal for Administration (APA) has reviewed your application, you will receive an email stating you are approved to participate or denied\* to participate in athletics.**

**\*If you are denied participation, you will need to correct the outstanding items indicated and may email the APA asking for your application to be reviewed again.**

**Once you've received an email stating that the student-athlete is cleared for participation. Prior to receiving a clearance email, the student-athlete may not begin participation. Providing the clearance email to your coach can assist with the student-athlete being allowed to begin participating.**



As per FHSAA Policies **40.1.1**, **41.1** and **42.1.1**, all student-athletes are required to watch the following FREE NFHS Learn courses annually.

**1. Concussion in Sports – What You Need to Know**

<https://nfhslearn.com/courses/concussion-in-sports-2>

**2. Heat Illness Prevention**

<https://nfhslearn.com/courses/heat-illness-prevention-2>

**3. Sudden Cardiac Arrest**

<https://nfhslearn.com/courses/sudden-cardiac-arrest>

**Course Ordering**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: **“Sign In”** to your account using the e-mail address and password you provided at time of registering for an nfhslearn account.

**OR**

If you do not have an account, **“Register”** for an account.

Step 3: Click **“Courses”** at the top of the page.

Step 4: Scroll down to the specific course from the list of courses.

Step 5: Click **“View Course”**.

Step 6: Click **“Order Course.”**

Step 7: Select **“Myself”** if the course will be completed by you.

Step 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**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: **“Sign In”** to your account using the e-mail address and password you provided at time of registering for an nfhslearn account.

Step 3: From your **“Dashboard,”** click **“My Courses”**.

Step 4: Click **“Begin Course”** on the course you wish to take.

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.