

# Perry Central School District Coaching Certification Process

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*Learning, Leading, and Serving*

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## Rationale

In order to help provide a safe environment and successful experience for boys and girls who participate on interschool athletic teams, Section 135.4 (c) (7) (i) (c) of the Regulations of the Commissioner of Education pertaining to physical education include certain minimum requirements for a person to be appointed as a coach of an interschool athletic team (see Appendix A). This includes all head coaches and assistants for varsity, junior varsity, freshman and junior high (modified) teams of public schools.

Many times a person who would like to coach an interschool athletic team has little or no preparation to teach sport skills and techniques. The only qualification is often the person's participation on a college or university team, coach of a community youth team or perhaps experience as a professional player. While such experience is valuable, it does not constitute an adequate preparation for coaching an interschool team as an integral part of the school physical education program. Courses in techniques of coaching specific sports are necessary for persons not trained and certified as physical education teachers. The coach needs to possess an understanding of the social, moral and physical values inherent in secondary school athletics. The coach needs to be aware of the basic philosophy and principles of athletics as integral parts of physical education and the total educational program for children.

The coach needs to know the various regulations and rules governing athletics so that the decisions a coach makes will not adversely affect the eligibility of the students or penalize students unfairly.

A man or woman who coaches an interschool team must be capable of protecting the health and well-being of the students by having knowledge of the structure and function of the human body. A coach must have a working understanding of how to properly condition athletes and prevent injuries as well as recognize, evaluate and follow the proper course of action when injuries do occur.

The course requirements in the Regulation of the Commissioner of Education are intended to provide a person with an understanding of the basic philosophy and principles of athletics in education, the health related aspects of athletics and the techniques used to coach a specific sport.

## Coaching Positions and Definitions

### Definition

Coach – n. one who instructs or trains.

### Levels

- Head Coach: shall serve as the advisor/mentor to the assistant, modified, and unpaid assistant coaches in order to unify the program. The Head Coach will perform the duties described in the Perry Central School District's Board of Education approved Interscholastic Athletics Coach job description. The District will compensate the Head Coach for his/her responsibilities as per the Perry Professional Educators Association's collective bargaining agreement.

- Assistant Coach: will perform the duties described in the Perry Central School District's Board of Education approved Interscholastic Athletics Coach job description under the guidance of the Head Coach. The District will compensate the Assistant Coach for his/her responsibilities as per the Perry Professional Educators Association's collective bargaining agreement.
- Modified Coach: will perform the duties described in the Perry Central School District's Board of Education approved Interscholastic Athletics Coach job description under the guidance of the Head Coach. The District will compensate the Modified Coach for his/her responsibilities as per the Perry Professional Educators Association's collective bargaining agreement.
- Unpaid Assistant Coach: will perform the duties described in the Perry Central School District's Board of Education approved Interscholastic Athletics Coach job description under the guidance of the Head Coach. The District will not compensate the Unpaid Assistant Coach for his/her responsibilities.

## Job Description

**Qualifications:** Physical Education Certified with current CPR/First Aid  
Completed *Heads Up: Concussion in Youth Sports* training

Or

Current CPR/First Aid  
Completed *Heads Up: Concussion in Youth Sports* training  
NYSED Approved Coaching Certification Courses

Or

Current CPR/First Aid  
Completed *Heads Up: Concussion in Youth Sports* training  
NFHS Coaching Certification Program

## Duties and Responsibilities:

The coaches' main responsibilities are to the players, school district and community. There should not be any conflict of interest that may inhibit the fulfillment of these duties.

The head coach of each sport shall serve as the advisor/mentor to the assistant and modified coaches in order to unify the program.

Coaches are highly respected by the students and have a great deal of student contact. The coaching staff should be an example of desirable adulthood in both word and deed.

1. Supervision:
  - a. Supervise team members from the time they enter the locker room to prepare for practice or a game, to the conclusion of showering, dressing and leaving the

- physical education area. Do not expect one of the other coaches to assume these responsibilities (See "Locker Room Supervision Plan", pp. 8).
- b. The coach is responsible for the conduct of the members of your squad at all times:
    - i. In school while using home facilities as well as facilities of other schools.
    - ii. While riding the bus to and from away games. The bus driver has ultimate control on his/her bus.
    - iii. Each coach should check the locker room area before leaving, ensuring it is left neat and clean.
  2. Rules and Regulations:
    - a. Be thoroughly acquainted with the rules of the game. The coach is responsible for instructing and interpreting rules to players.
    - b. Adhere to the regulations of the NYSPHSAA, Section V, LCAA and the Perry Central School District.
  3. Eligibility:
    - a. Each coach must check the attendance lists to ensure each player is eligible for each practice or contest.
    - b. Coaches must encourage athletes to attend school on the day following a contest if there is school the next day.
    - c. Be responsible for careful and thorough examination of the eligibility status of all athletes in the program.
    - d. Review eligibility rules of NYSPHSAA as it may affect candidates for a squad.
  4. Conduct:
    - a. Be aware that a coach is on public display as a representative of the school and that it is important to conduct oneself so as to maintain the principles, integrity and dignity of the school, the community and the profession.
    - b. Do not "bend" or overlook rules.
  5. Coach and Player Relationships:
    - a. By example, be sure the student who plays under a specific coach is a finer and more decent man/woman having done so.
    - b. Coaches are responsible for the behavior and sportsmanship of their teams.
    - c. Stress the necessity for academic achievement and cooperation with other teaching staff members.
    - d. Instilling of highest ideals and best character traits is always more important than winning.
    - e. The physical and emotional safety and welfare of the players must never be sacrificed for personal prestige or selfish glory.
  6. Philosophy and Sportsmanship: Be aware of the philosophy and practice of good sportsmanship.
    - a. Do not permit or condone performance dangerous to an opponent.
    - b. Before and after each game, coaches should meet and exchange greetings with rival coaches.
    - c. Demonstrate a friendly and kindly attitude toward players of both teams.
    - d. During the game the coach's attitude toward officials should be controlled and undemonstrative. The coach's attitude will often be reflected by the squad members and the spectators.
  7. Recommendations by the Coaches:
    - a. Suggest procedures or ideas, which may improve the program to the head coach and/or Athletic Director.
    - b. Controversial matters should be discussed; when final decisions have been reached, the coach should support and conform to them, both in fact and in spirit.

8. Physical Examinations:
  - a. Each candidate for a team must have a physical examination. The physical must be given by the school physician.
  - b. Coordinate with the Athletic Director to assure each candidate for a team has a physical examination.
  - c. The coach is responsible for checking out each student-athlete on his/her squad.
9. Parental Consent:
  - a. No student may participate in any practice or game without parental consent.
  - b. Each candidate must be given an Athletic Code packet, which is to be signed by the parent/guardian, and returned before participation in practice or games.
  - c. Athletic code forms should be submitted to the Athletic Director for review. Once the forms are sent back to coaches, they should be filed for record keeping purposes.
10. Rosters:
  - a. Team rosters should be submitted to the Athletic Director, on the appropriate form, at least one week prior to the first contest for distribution to the other schools.
11. Equipment:

Athletic Director will issue to coaches any new equipment that is in storage as needed.

  - a. Pre-season Check:
    - i. Equipment is to be inspected and made ready for issuing before the season starts (Take inventory and mark or number all equipment.).
  - b. Issuing:
    - i. After the candidate has passed the physical exam you may issue necessary practice equipment.
    - ii. The equipment issued to each student is to be recorded by number and each student is to sign the sheet making them responsible for the care and use of school athletic equipment.
  - c. Last Game Clean-up:
    - i. The season ends when the last game is played. At the end of the last game all equipment shall be collected and checked in. Each player returns all equipment issued.
    - ii. All equipment shall be inventoried and placed in a secured area for storage.
    - iii. Hold students responsible for school equipment that has not been returned. If any equipment is missing, report the loss to the Athletic Director.
    - iv. Have a complete record for all equipment used during the season.
  - d. Care of Equipment:
    - i. Because the coach is responsible for making athletes take proper care of their equipment, it is important to follow issuing, recording and collecting procedures as outlined.
    - ii. Players are not to exchange equipment without authorization. Keep storage rooms and offices neat and orderly.
12. Injuries:
  - a. Medical Attention:
    - i. Get prompt and competent medical attention.
    - ii. Do not move individual if extent of injury is serious and/or undetermined.
    - iii. If any doubt regarding injury notify the rescue squad or the school physician.

- iv. Give first aid to all injuries no matter how slight. Report all injuries to the school nurse.
- b. Accident Reports: It is important that the coach completes the accident report and turns the form into the Nurse immediately.
- c. Serious Injury:
  - i. Report serious injuries to Nurse, Principal and the Athletic Director as soon as possible.
  - ii. Notify the parents as soon as possible.
  - iii. In cases where the athlete should be taken to the hospital, find out which hospital the parents prefer. If the parents are not available, let the emergency squad take over.
- d. Head Injuries:

When a student shows signs or symptoms of a concussion or is suspected to have sustained a brain injury after an evaluation by medical personnel or athletic trainer at the time of the incident:

- i. The student will not be allowed to return to play/activity in the current game or practice.
- ii. The student should not be left alone and regular monitoring for deterioration is essential over the initial few hours following injury.
- iii. Following the injury, the student must follow up with their primary care physician or by an emergency department within the first 24 hours.
- iv. The student must complete neuropsychological testing with the School Nurse and have the "Concussion Checklist by Physician Evaluation" signed and dated by #3 above. This form must be returned to the School Nurse at the Perry Central School District.
- v. Return to play must follow a medical clearance and successful completion of the "Return to Play Protocol."
- vi. The School Nurse will supervise and document the Prague "Return to Play Protocol." The Perry Central School District Chief Medical Officer has final determination for students return to play status.
- e. Return to Squad after Injury:
  - i. No player is to return to active practice or games until the doctor gives written consent.
  - ii. The player must present the coach the doctor's written consent to resume physical activity.
- f. Injury During Games:
  - i. If a player is injured, he or she should be removed from the game to determine the extent of the injury.
  - ii. If there is doubt about the injury, do not play the individual for the remainder of the contest.

13. Safety:

- a. Coaches will adhere to the Section V Thunder/Lightning Policy.
- b. Coaches will adhere to the NYSPHSAA Heat Index/Wind Chill Procedures.

14. Transportation: Any request for buses must go through the Athletic Director.

15. Officials:

- a. The Athletic Director will obtain officials for all contests.
- b. If a coach's sport has an officials' draw, that coach must attend the draw.
- c. Coaches will submit officials' vouchers promptly after a contest.

16. Scheduling:

- a. No contest is to be scheduled with any opponent without the approval of the Athletic Director.

- b. Coaches may recommend any changes in the schedule to the Athletic Director for the following year.
17. Security:
- a. Keep all students out of storage areas if they are not supervised.
  - b. Keep storage room and office locked at all times. Locker room doors to hall and outside should be locked after all students are at practice.
  - c. Be concerned with maximum security of all keys.
  - d. See to it that things are in their proper place; locker room cleaned up and make sure all doors and windows in the athletic area are locked before leaving.
18. Budget:
- a. Purchase of supplies and equipment may be done only through the Athletic Director.
  - b. Each coach should make a budget request to the Athletic Director in December of each year for the following year for any supplies and equipment that he/she feels are necessary to run his/her program effectively.
  - c. Assistant and Modified coaches should make their budget requests through the head coach in their sport.
  - d. Requisitions should be submitted to the Athletic Director in April.
19. Inventory:
- a. Inventory all equipment for the sport before and at the close of the season.
  - b. Turn a copy of the end of season inventory in to the Athletic Director.
20. Pep Assemblies:
- a. Cooperate with Principal and Athletic Director in arrangements for programs and assemblies.
  - b. Pep assemblies should be short and well organized.
  - c. Pep assemblies should precede key games on the schedule.
  - d. A limited number for each sport is encouraged.
21. Season Report:

At the conclusion of the season, each coach is to present to the Athletic Director a report to include:

- a. Season Record – LCAA and overall win/loss record.
  - b. Awards – those athletes receiving awards and their respective type of award (letter, pin, bar, etc.) should be noted and the Athletic Director will get the proper awards for awards banquets. Awards are given as follows:
    - i. The first time an individual earns a JV letter, they are given a JV letter.
    - ii. Each time an individual earns another JV letter for any sport they will be given a gold bar to attach to their JV letter.
    - iii. The first time an individual earns a varsity letter, they will be given a varsity letter.
    - iv. Each time an individual earns another varsity letter they will be given a gold pin, indicative of the respective sport, to attach to their varsity letter.
    - v. Team managers are given gold manager pins.
    - vi. Team captains of varsity teams may also be given a gold star at the discretion of the coach.
22. Press:
- a. Coaches should utilize the “PCS Press” email listserv to contact local news outlets for publicity that would be of interest to the general public.
  - b. Results of contests should be sent to the “PCS Press” email listserv immediately following all contests.
23. Food Money:

The Athletic Department does not provide money for food for its teams on regularly scheduled trips; however, special consideration will be given to individuals and teams participating in sectional, state qualifier and state competitions.

24. NYSPHSAA Handbook:

- a. All coaches will have access to the handbook.
- b. These books are available in the Athletic Director's office if a coach is not issued one individually. A coach may also access the handbook via the NYSPHSAA web page.
- c. Of most importance to individual coaches are:
  - i. Bylaws and Eligibility Standards
  - ii. Sports Standards
  - iii. Code of Ethics
- d. Many questions are answered in these areas of the handbook. If a coach is having trouble with interpretation, check with the Athletic Director.
- e. There is absolutely no excuse for violation of the NYSPHSAA rules and regulations.

25. Relations with Other Coaches:

- a. Best guidance is the "Golden Rule."
- b. When a fellow coach asks for help during the season, try to help when possible.
- c. If the program is to be successful, there must be full cooperation between all coaches.
- d. Be interested and loyal to the school's program. A coach is expected to support the entire Interscholastic Athletics program.

26. Student Managers:

Managers are considered to be part of the athletic team and should conduct themselves accordingly. They should be with the team during all practices and contests, performing the specific duties assigned to them by the coaches. They are not to wander around at the site of the athletic contest nor should they conduct their own "pick-up games" during half time of the interscholastic contest. Breaks during athletic events are not playtime for the managers. They should be watching the team bench area, assisting in the locker room, or be performing some other specific assignment. In addition to these requirements, managers must conform to the guidelines as outlined in the Perry Central Athletic Code.

27. Squad Members Changing Sports:

- a. Once a squad has been finalized, no student may drop a sport for another without the consent of both coaches and the Athletic Director.
- b. When a student drops a sport, the coach should notify the Athletic Director immediately.

28. Meetings:

- a. The Athletic Director may call meetings periodically with the coaches. It is part of the coaching responsibility to attend all meetings called by the Athletic Director. If, for an urgent reason a coach must be excused, contact the Athletic Director ahead of time.
- b. Coaches must attend all LCAA, Section V and NYSPHSAA sport-specific meetings.

29. Attendance at Practices:

Coaches should be early enough to supervise practices, issuing of equipment, etc. A coach should never permit any form of practice or play without being present. Everyone should be checked out of the locker room and showers. A final check must be made by the coach. Showers off, lights out, windows closed, trash off floor, doors locked, etc. Building security is very important.

30. Locker Room Supervision Plan:

- a. During physical education classes the locker room will be locked up if the classes go outside. If the classes are in the gym all doors will be locked except the door connecting the gym and the locker room.
- b. At the beginning and end of each class a walk-through of the locker room should be done and any damage found will be reported immediately to the Principal. The teacher will record the date, time and nature of the damage.
- c. The teacher who instructs 9th period physical education class will lock up the locker room at the end of the class.
- d. Athletes should not be reporting to the locker room for practice until 3:25 PM.
- e. Any coach who must open the locker room before 3:25 PM on a game day for either setting up for a home contest or riding a bus to an away contest is not to allow anybody other than their own team members into the locker room. In either case the coach is to lock the locker room when they leave unless another coach has arrived to relieve them of their supervisory responsibilities.
- f. Any coach whose team is practicing outside will only open the rear locker room door that exits to the outside. All other locker room doors should be locked.
- g. No coach should leave for practice until all their players are out of the locker room. Unless there are members of other teams still in the locker room, the coach will do a walk-through and lock the locker room when he/she goes to practice.
- h. The same procedure described in item "g" will be followed at the end of practice or a game. If any damage is found during a walk-through follow the steps outlined in item "b".

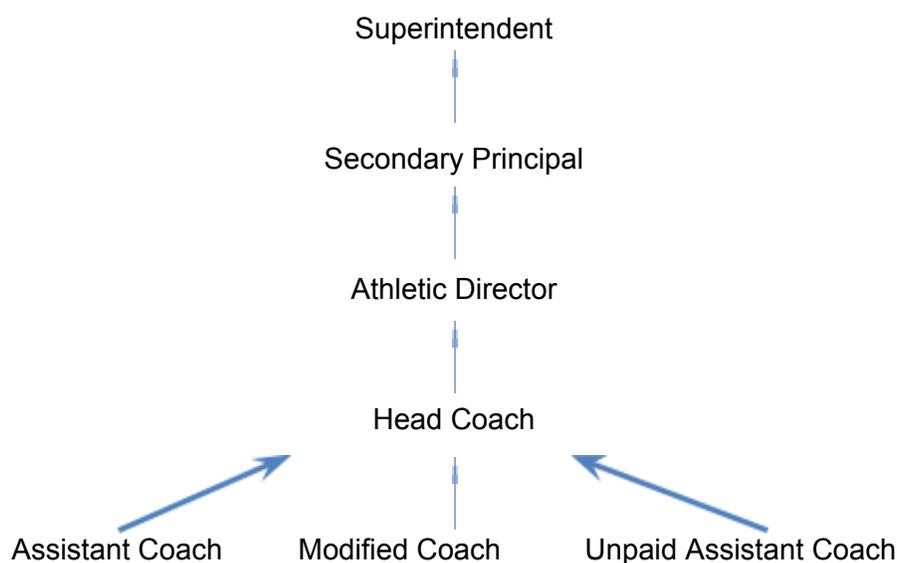
31. Weight Room Supervision:

The weight room is not to be used by any student unless a teacher/coach is present in the room at the time it is being used. Students may not be left unsupervised in that room for any reason at any time. In the event a student is injured in that room the teacher should remain with the student and send someone else to obtain assistance.

32. Pool Supervision:

The pool is not to be used by any student unless a certified lifeguard and teacher/coach are present in the natatorium at the time it is being used. Students may not be left unsupervised in that room for any reason at any time. In the event a student is injured in that room the teacher/coach should remain with the student and send someone else to obtain assistance. All other duties as assigned by the Athletic Director.

## Chain of Command



## Backgrounds

The Perry Central School District requires head, assistant, modified, and unpaid assistant coaches to meet all mandates set forth by Commissioner's Regulations.

All coaches must be approved by the Perry Central School District Board of Education.

### Certified Physical Education Teachers

A person who holds a valid certificate to teach physical education in New York State may coach any sport in any school, but must meet the first aid/CPR requirement prior to starting to coach.

### Other Certified Teachers

Coaching a secondary school athletic team is considered teaching physical education. However, a person who holds a valid teaching certificate in an area other than physical education may also be appointed to coach. The person may either complete appropriate courses or meet the provisions of the "grandfather" clause, as noted below. The "grandfather" clause qualifies a teacher under Section 80.2(c) of the Regulations of the Commissioner of Education to do incidental teaching (coaching) in an area other than the one for which the person holds a certificate.

In addition to the first aid/CPR requirement prior to starting to coach, the certified teacher must (a) complete an approved course (or an equivalent course satisfactory to the commissioner – see Appendix C for the Coaching Equivalent form) in Philosophy, Principles and Organization of Athletics in Education within two years from the date of initial appointment as a coach; (b) complete a course on Health Sciences Applied to Coaching within five years of appointment as a coach; and (c) also, within that same five years, complete a course on Theory and Techniques of Coaching the sport or sports for which he/she is appointed.

A certified teacher does not need to apply for a Temporary Coaching License. It is the responsibility of the school administration to monitor and require certified teachers to meet all requirements to coach.

\*For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate in Physical 4 Education at (518) 474-5922.

## **Non-teacher Coaches**

A) Temporary Coaching License (TCL). A person who does not hold a current New York State teaching certificate (e.g. physical education, English, mathematics) may be appointed as a temporary coach only if there are no certified teachers available with experience and qualifications to coach the team. The non-teacher coach must obtain a Temporary Coaching license from their school district's BOCES (Board of Cooperative Educational Services) by applying on-line through the NYSED TEACH system and meet all of the same course requirements for coaching as does the certified classroom teacher within the same time lines and extensions.

Application for the initial Temporary Coaching License, must submit evidence of appropriate first aid and CPR; child abuse prevention workshop and violence abuse prevention workshop to the BOCES certification office. The appropriate fee must be submitted with each application (see Appendix E - Application for a Temporary Coaching License). Only one sport may be applied to a TCL.

Applications a 1st renewal of a Temporary Coaching License must be accompanied by evidence of enrollment or completion of the Principles, Philosophy and Organization of Athletics in Education course.

Evidence of completion of the remaining required courses must meet the same time line followed by certified teachers. B) Professional Coaching License (PCL). A person who has completed all the required coaching courses, child abuse and violence abuse workshops, maintains fingerprint clearance, has valid first aid and CPR certification, and has held a minimum of three Temporary Coaching Licenses for a sport per CR 135.4(c)(7)(4)(A) may apply for a three-year renewable Professional Coaching License. The PCL may be renewed for an additional three-year period upon the submission of a renewal application. An application for a Professional Coaching License (see Appendix F – Application for a Professional Coaching License) requires a fee of \$50. Only one sport may be applied to each PCL. Renewal applications must include a renewal application and fee; verification of current first aid and CPR; evaluations prepared by either the Principal or the Director of Physical Education/Athletics for each year coached. TCL AND PCL APPLICATIONS: Applicants must begin the licensure process directly through the on-line State Education Department TEACH system application process at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

## **Requirements for Appointment to Coaching Positions (Traditional Pathway)**

### **Fingerprinting Requirement**

#### **Required for all coaches.**

The legislation on Project SAVE (Safe Schools Against Violence in Education Act) requires new school district employees (both certified and non-certified) as of July 1, 2001 to undergo fingerprinting and clearance for employment. The Teacher Moral Character Unit within the Office of Teaching is responsible for developing regulations for implementing this provision and is working with the Division of Criminal Justice Services and the Federal Bureau of Investigation on this requirement.

The State Education Department will produce fingerprint packets that include two fingerprint cards, information, instructions related to legislation, fees, due process rights and where to get

fingerprinted. These packets will be sent to school districts and to colleges and universities that prepare teachers.

Further information regarding the Project Save fingerprinting initiative is available at the Department's web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) or by contacting the Office of Teacher Certification at (518) 474-6440.

### **Child Abuse and School Violence Prevention**

#### **Required for all coaches**

In accordance with Section 80-1.4 completion of a study in child abuse identification and reporting, and school violence prevention and intervention. All candidates license shall have completed at least two clock hours of coursework or training regarding the identification and reporting of suspected child abuse or maltreatment in accordance with the requirements of sections 3003(4) and 3004 of the Education Law and completed at least two clock hours of coursework or training in school violence prevention and intervention, as required by section 3004 of the Education Law. Check with the local BOCES for course offerings or go to the following links to find an on-line class: <http://www.highered.nysed.gov/tcert/certificate/ca.htm> (child abuse identification) and <http://www.highered.nysed.gov/tcert/certificate/save.htm> (SAVE) for more information.

### **Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention**

#### **Required for all coaches applying for certification after January 1, 2014.**

The Dignity for All Students Act (DASA) went into effect January 1, 2014. The training is required for all individuals obtaining new certificates/licenses.

### **First Aid**

#### **Required for all coaches.**

All cards must be renewed every three (3) years or per certifying agency requirements. Please reference Appendix B for approved agencies.

### **Adult Cardiopulmonary Resuscitation (CPR)**

#### **Required for all coaches.**

All cards must be renewed every two (2) years or per certifying agency requirements. Please reference Appendix B for approved agencies.

### **Concussion Management Training**

#### **Required for all coaches.**

Coaches will complete the New York State Education Department-approved course for coaches and PE teachers every two years. NYSED has approved the course Heads Up, Concussion in Youth Sports for these professions, which is a free web-based course that has been developed by the CDC. It is available at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html).

## Requirements for Appointment to Coaching Positions (NFHS Pathway)

Effective **July 1, 2015**, coaches in New York State (NYS) will be able to pursue a second alternative pathway to complete the 3 NYS required coaching courses (Principles, Philosophy and organization of Athletics in Education, Health Sciences Applied to Coaching, and Theory & Techniques of Coaching (Sport Specific) by utilizing the NFHS online coaching courses (Level 1, 2, and 3) and completion of an internship in accordance with guidelines.

See link: <https://nfhslearn.com/home/coaches>

**The NFHS NYS Specific Second Pathway Process is outlined below:**

### First Temporary Coaching License – No Change

- a. SED Approved First Aid course
- b. SED Approved CPR/AED course
- c. Child Abuse recognition course
- d. School Violence Prevention Course
- e. DASA training
- f. Fingerprinting
- g. Not required for certification, however required by District to coach: Concussion Course (Every 2 years)

### Second Temporary Coaching License (First Renewal) – No Change

- a. SED Approved First Aid course
- b. SED Approved CPR/AED course
- c. Child Abuse recognition course
- d. School Violence Prevention Course
- e. DASA training
- f. Fingerprinting
- g. Not required for certification, however required by District to coach: Concussion Course (Every 2 years)

**Third, Fourth and Fifth Temporary Coaching License (2 – 4 Renewal) – Two Options**

<b>Option I (Current Requirements)</b>	<b>Option II NFHS</b>
SED Approved First Aid course	SED Approved First Aid course
SED Approved CPR/AED course	SED Approved CPR/AED course
Completion of Principles, Philosophy and Organization of Athletics in Education	NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)*
Child Abuse recognition course	Child Abuse recognition course
School Violence Prevention Course,	School Violence Prevention Course,
DASA training	DASA training
Fingerprinting	Fingerprinting
Not required for certification, however required by District to coach: Concussion Course (Every 2 years)(Kept at local level)	

**\*NFHS Accredited Interscholastic Coach Certificate includes:**

- i. Fundamentals of Coaching (NYS Specific)
- ii. First Aid, Health and Safety For Coaches
- iii. Concussion in Sports
- iv. One Sport Specific course of your choice. All courses can be found at <http://www.nfhslearn.org>

Course/Level	Components	Timeline for Completion
NFHS Level 1	a) Fundamentals of Coaching (NYS Specific): \$35 b) Concussion in Sports: Free c) Protecting Students from Abuse: Free d) Sudden Cardiac Arrest: Free	Level 1 must be completed to get the first TCL 2-4 Renewal
NFHS Level 2	a) Heat Illness Prevention: Free b) Student Mental Health and Suicide Prevention: Free c) First Aid, Health and Safety: \$45 d) One sport-specific course of choice: Range \$35 to \$75; all courses can be found at <a href="http://www.nfhslearn.com">www.nfhslearn.com</a>	Level 2 must be completed to get the first TCL 2-4 Renewal
NFHS Level 3	a) Bullying, Hazing and Inappropriate Behaviors: Free b) Strength and Conditioning: \$50 c) Teaching and Modeling Behavior: \$20 d) Engaging Effectively with Parents: Free e) Sportsmanship: Free	Level 3 must be completed within five (5) years of when the Temporary Coaching License (TCL) was issued or when applying for a Professional Coaching license, whichever comes first.
NFHS Internship (30 hours minimum)	<ul style="list-style-type: none"> <li>• Internship Evaluation Attestation Form: The sport-specific Internship Attestation form is completed under Level 3 and is required for evaluation purposes for non-teacher coaches. This document must include original signature of the Athletic Director and be submitted to the Regional Certification Office for INITIAL Professional Coaching Certification to be submitted to NYSED OTI by the Certification Office.</li> </ul>	

## Appendix A – Regulations of the Commissioner of Education

Section 135.4 (c) (7) (i) (c) Effective July 16, 2009

### Coaches of Interschool Athletic Teams

(7) Basic code for extraclass athletic activities. Athletic participation in all schools shall be planned so as to conform to the following:(i) General provisions. It shall be the duty of trustees and boards of education:(a) .....

(b) .....(c) to appoint individuals to serve as coaches, whether in a paid or nonpaid (volunteer) status, of interschool athletic teams, other than intramural teams or extramural teams, in accordance with the following:

(1) Certified physical education teachers may coach any sport in any school;

(2) Teachers with coaching qualifications and experience certified only in areas other than physical education may coach any sport in any school, provided they have completed:(i) the first aid requirement set forth in section 135.5 of this Part; and

(ii) an approved preservice or in-service education program for coaches or will complete such a program within three years of appointment. Such program shall include an approved course in Philosophy, Principles and Organization of Athletics in Education which shall be completed within two years after initial appointment as a coach and approved courses in Health Sciences Applied to Coaching, and Theory and Techniques of Coaching that is sport specific, which shall be completed within five years of initial appointment. Upon application to the commissioner of education, setting forth the reasons for which an extension is necessary, the period in which to complete such training may be extended to no more than five years after such appointment. Such approved programs for coaches will consist of one of the following (credits and hours vary depending upon the contact and endurance involved in the sport): a department approved college program of from two to eight credits; or a department approved in service education program, conducted by schools, colleges, professional organizations or other recognized groups or agencies, from 30 to 120 clock hours; or an equivalent experience which is approved by the commissioner of education. Upon application to the Commissioner of Education in a format prescribed by the Commissioner and setting forth the reasons for which an extension is necessary, the period in which to complete such training may be extended to no more than seven years after such appointment; provided that coaches who have a lapse in service due to maternity leave, military leave, or other extenuating circumstances may apply to the Commissioner for an additional extension of no more than two years to complete course work.

(3) Temporary Coaching License. Notwithstanding the provisions of section 80.18 of this Title, other persons with coaching qualifications and experience satisfactory to the board of education may be appointed as temporary coaches, whether in a paid or nonpaid (volunteer) status, of interschool sport teams, when certified teachers with coaching qualifications and experience are not available, upon the issuance by the commissioner of a temporary coaching license. A temporary coaching license, valid for one year, will be issued under the following conditions:

(i) the superintendent of schools shall submit a statement to the Department that the district is unable to obtain the services of a certified teacher with coaching qualifications and experience;

(ii) candidates for initial temporary licensure shall have completed the first aid requirement set

forth in section 135.5 of this Part prior to the first day of coaching;(iii) candidates for the first renewal of a temporary license shall have completed or be enrolled in an approved course in Philosophy, Principles and Organization of Athletics in Education; and

(iv) candidates for any subsequent renewal of a temporary license shall have completed an approved preservice or in-service education program for coaches which shall include an approved course in Philosophy, Principles and Organization of Athletics, which shall be completed within two years after initial appointment as a coach, and approved courses in Health Sciences Applied to Coaching, and Theory and Techniques of Coaching that is sport specific, which shall be completed within five years of initial appointment. Such approved programs for coaches shall consist of one of the following (credits and hours vary depending upon the contact and endurance involved in the sport): a departmentapproved college program of from two to eight credits; or a departmentapproved in-service education program, conducted by schools, colleges, professional organizations or other recognized groups or agencies, from 30 to 120 clock hours; or an equivalent experience which is approved by the commissioner of education. Upon application in a format prescribed by the Commissioner of Education and setting forth the reasons for which an extension is necessary, the period in which to complete such training may be extended to no more than seven years after such appointment; provided that coaches who have a lapse in service due to maternity leave, military leave, or other extenuating circumstances may apply to the Commissioner for an additional extension of no more than two years to complete course work.

(4) Professional coaching certificate.(i) Notwithstanding the provisions of subclauses (1)(3) of this clause, other persons with coaching qualifications and experience satisfactory to the board of education may coach a specific sport in any school, upon the issuance by the commissioner of a professional coaching certificate. A professional coaching certificate, valid for three years, shall be issued to a candidate who submits a fee of \$50 together with an application, in a form prescribed by the commissioner, which satisfactorily establishes that:(A) the candidate has completed the requirements set forth in items (3)(ii), (iii) and (iv) of this clause; and(B) the candidate has a minimum of three years coaching experience in a specific sport in a New York State interschool athletic program;(ii) a professional coaching certificate shall be valid for a three year period, provided that such certificate may be renewed for additional three year periods upon the submission of a fee of \$50 together with a renewal application for each successive renewal period, in a form prescribed by the commissioner, which satisfactorily establishes that:(A) the candidate meets the requirements of subitems (i)(A) and (B) of this subclause; and(B) the candidate has received a satisfactory evaluation by the principal or athletic director for each of the preceding three years that the candidate coached in the specific sport for which a professional coaching certificate is sought;(iii) evaluation by principal or athletic director;

(A) A school district that appoints an individual as a coach pursuant to a professional coaching certificate shall ensure that the principal or athletic director responsible for the supervision of such individual conducts an evaluation of such individual during each year in which such individual is so employed;

(B) Each evaluation shall include, but not be limited to, a review of the coach's: communication and interpersonal skills, including interactions with colleagues, students, parents and the general public; supervisory, organizational, and leadership capabilities; knowledge and proficiency in first aid, CPR, sexual abuse guidelines, and other athlete injuryrelated protocols and procedures; and adherence to guidelines for purchasing equipment, uniforms and related supplies and for storing and maintaining sports equipment;

(5) persons who were employed as coaches in New York State schools on or before September 1, 1974 and who do not meet the requirements set forth in subclause (1), (2) or (3) of this clause, may continue to coach any sport;

## Appendix B – Courses Accepted as Meeting the Coaches First Aid and CPR Requirement (Updated April 2023)

**FIRST AID** – All cards and/or certificates must be renewed per certifying agency requirements.

COMPLETELY ONLINE COURSES ARE NOT ACCEPTED.  
ALL COURSES MUST INCLUDE HANDS ON LEARNING.

Please note: Review courses are only accepted with proof of taking initial course. Participant must possess a current certificate(s) (or equivalent) in order to take a review course. Challenge courses are not accepted by NYSED.

1. New York State Education Department (NYSED) An approved agency that offers First Aid using NYSED’s course outlines and time requirements: 12 hours initial; 5.5 hours update (valid for 3 years). Reference the Department’s [Approved Coaching Courses Information webpage](#).
2. American Red Cross Core Courses (additional course modules may be on card, but only the core course is considered for acceptance)
  - a. Emergency Medical Response
  - b. Lifeguarding
  - c. Responding to Emergencies First Aid
  - d. Responding to Emergencies Adult and Child First Aid/CPR/AED
  - e. Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
  - f. Shallow Water Lifeguarding (up to 5 ft)
3. American Safety & Health Institute (ASHI)
  - a. Advanced First Aid
4. Emergency Care & Safety Institute (ECSI)
  - a. Advanced First Aid, CPR, and AED
  - b. Sports First Aid and Injury Prevention-NYS Coaches
  - c. Wilderness First Aid
5. National Safety Council
  - a. Advanced First Aid, CPR, and AED
6. NYS Department of Health (DOH) Bureau of Emergency Medical Services
  - a. Certified First Responder
7. National Ski Patrol
  - a. Outdoor Emergency Care (card will include the word “technician,” and cycles A, B, and C do not have to be completed for card to be valid)

\*THE FOLLOWING PROFESSIONALS do not need to submit a valid First Aid course certificate as part of their coaching license application. However, they will need to submit a valid CPR/AED certificate for their application\*:  
a. Certified Emergency Medical Technicians (EMT) and Paramedic, b. Fire & Police Officers (full time)

\*Individuals holding a NYS PROFESSIONAL LICENSE issued by the Office of the Professions in any of the medical fields identified below can meet the NYS First Aid requirement by submitting verification of their license registration and provide either a current letter of employment or verification of any current first aid course. They will also need to submit a valid CPR/AED certificate for their coaching license application. a. All Nurses (RN, LPN, NP), b. Physician – Physician Assistant (MD, DO), c. Certified Athletic Trainer (ATC), d. Dentists (Includes Oral and Maxillofacial Surgeons), e. Physical Therapists, f. Optometrists

**Courses Accepted as Meeting the Coaches First Aid and CPR/AED Requirements**

CARDIOPULMONARY RESUSCITATION (CPR)/ AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

All cards and/or certificates must be renewed per certifying agency requirements

Please note: Review courses are only accepted with proof of taking initial course. Participant must possess a current certificate(s) (or equivalent) in order to take a review course. Challenge courses are not accepted by NYSED.

1. New York State Education Department (NYSED) An approved agency that offers CPR using the SED course outline and time requirements: 2.5 hours initial; 1.5 hours update (must be renewed every 2 years to be valid). Reference the Department’s [Approved Coaching Courses Information webpage](#).
2. American Heart Association Courses (AHA) Core Courses - May include RQI credentials in addition to core course name
  - a. Advanced Cardiac Life Support (ACLS)
  - b. Basic Life Support (BLS )
  - c. Heartsaver CPR/AED (title may include pediatric, K-12 schools, or first aid)
3. American Lifeguard and Safety Training

<b>Course Name</b>	<b>Certificate Name</b>
Lifeguarding	Lifeguard, CPR/AED, First Aid
Lifeguarding, Waterfront	Lifeguard, Waterfront, CPR/AED, First Aid
Shallow Pool Lifeguarding	Shallow Pool Lifeguard, CPR/AED, First Aid
Lifeguarding Recertification	Lifeguard, CPR/AED, First Aid Recertification
Lifeguarding, Waterfront Recertification	Lifeguard, Waterfront, CPR/AED, First Aid Recertification
Shallow Pool Lifeguarding Recertification	Shallow Pool Lifeguard, CPR/AED, First Aid Recertification
CPR/AED	CPR/AED for BLS Providers
CPR/AED	CPR/AED for Professionals
CPR/AED	CPR/AED for Lifeguards
CPR/AED, First Aid	CPR/AED, Advanced First Aid

4. American Red Cross Core Courses (additional course modules may be on card, but only the core course is considered for acceptance)
  - a. Adult CPR/AED (Note: For high school level coaches only)
  - b. Adult & Child CPR/AED
  - c. Adult & Pediatric CPR/AED
  - d. Basic Life Support for Health Care providers (BLS)
  - e. CPR/AED for Professional Rescuers and Health Care Providers

- f. CPR/AED for Professionals (title may or may not include the term "rescuer")

Courses Accepted as Meeting the Coaches First Aid and CPR/AED Requirements

- g. Emergency Medical Response
  - h. Lifeguarding/First Aid/CPR/AED
  - i. Responding to Emergencies Adult First Aid/CPR/AED (Note: for high school level coaches only)
  - j. Responding to Emergencies Adult and Child First Aid/CPR/AED
  - k. Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
  - l. Shallow Water lifeguarding (up to 5 ft)/First Aid/CPR/AED
5. American Safety & Health Institute (ASHI)
    - a. Adult CPR/AED (For High School level Coaches only); Adult and Child CPR/AED; or Adult, Child and Infant CPR/AED
  6. Emergency Care & Safety Institute (ECSI)
    - a. First Aid, CPR and AED
    - b. Health Care Provider CPR & AED
    - c. Sports First Aid & Injury Prevention-NYS Coaches
  7. National Safety Council (NSC)
    - a. Adult and Child CPR & AED ; or Adult, Child and Infant CPR/AED
    - b. Advanced First Aid, CPR, and AED
    - c. BLS Healthcare and Professional Rescuer
  8. ProTrainings
    - a. Adult, Child, and Infant CPR/AED
    - b. Adult, Child, and Infant, Pediatric CPR/AED & First Aid
    - c. Adult CPR/AED
    - d. Healthcare Provider (BLS) Adult, Child and Infant CPR/AED Adult, Child, and Infant CPR/AED +First Aid
    - e. Adult CPR/AED + First Aid
    - f. Healthcare Provider (BLS) Adult, Child, Infant CPR/AED + First Aid
  9. Starguard Elite
    - a. Starguard Lifeguarding
  10. NYS Department of Health (DOH) Bureau of Emergency Medical Services
    - a. Certified First Responder

## Appendix C – Coaching Course Equivalent Application

### **INSTRUCTIONS:**

**Please print legibly or type all information.** This application is a request for the State Education Department to give credit for equivalents to the coaching courses required by the Regulations of the Commissioner of Education, Section 135.4 in lieu of attending courses offered by approved agencies. Send completed form to:

**Physical Education, State Education Department, Room 320 EB Albany, New York 12234**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

1. Do you hold a New York State Teaching Certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, in what subject? \_\_\_\_\_ Type \_\_\_\_\_

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Certificate Number \_\_\_\_\_

2. Are you currently employed as a coach? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, School Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Date Appointed \_\_\_\_/\_\_\_\_/\_\_\_\_

Director of Physical Education/Athletics \_\_\_\_\_

3. Courses requested to be met by Equivalent Experience:

\_\_\_\_\_ Philosophy, Principles and Organization of Athletics in Education

\_\_\_\_\_ Health Sciences Applied to Coaching

\_\_\_\_\_ Theory and Techniques of Coaching (Sport): \_\_\_\_\_

**(OVER)**

\* For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate in Physical Education at (518) 474-5922.

**List equivalents** related to the courses below **and attach copies** of transcripts, course descriptions, clinics attended with certificates of participation, or other verification of equivalents:

A. Philosophy, Principles and Organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Health Sciences Applied to Coaching \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Theory and Techniques of Coaching (specific to the sport coached) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare and affirm that the statements made in the foregoing application, including accompanying statements and transcriptions, are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR BUREAU USE ONLY**

Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

Disapproved \_\_\_\_/\_\_\_\_/\_\_\_\_

Returned for Clarification \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_

## Appendix D – Coaching Course Extension Application

**INSTRUCTIONS:**

*Please print legibly or type all information. This application is a request for the State Education Department to give an extension of time to meet the coaching courses required by the Regulations of the Commissioner of Education, Section 135.4. Send completed form to:*

**Physical Education, State Education Department, Room 320 EB Albany, New York 12234**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

1. District where you coach: \_\_\_\_\_

Director of Physical Education/Athletics: \_\_\_\_\_

Date first appointment as coach: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sport(s): \_\_\_\_\_

2. The coaching courses **completed** and the agency where course were taken:

Philosophy, Principles and Organization of Athletics in Education: \_\_\_\_\_

Health Sciences Related to Coaching: \_\_\_\_\_

Theory and Techniques of Coaching (Sport): \_\_\_\_\_

3. Reasons for requesting an extension:

4. Plans for completing courses (indicate dates and locations):

Philosophy, Principles and Organization of Athletics in Education:

Health Sciences Related to Coaching:

Theory and Techniques of Coaching:

I declare and affirm that the statements made in the foregoing application are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FOR BUREAU USE ONLY**

Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Disapproved \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Returned for Clarification \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed \_\_\_\_\_

## Appendix E – Genesee Valley BOCES Coaching Course Catalog: 2023-24

### Fall 2025

#### **Full First Aid      Initial Certification**

Instructor:            Maura Kostraba  
Location:              Geneseo MS/HS  
Date/Time:            August 18    5-9pm  
                              August 19    5-9pm

#### **Must attend both dates**

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

#### **Refresher First Aid**

Instructor:            Maura Kostraba  
Location:              Geneseo MS/HS  
Date/Time:            August 5      5:00pm

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

#### **CPR Full Course    Initial Certification**

Instructor:            Maura Kostraba  
Location:              Geneseo MS/HS  
Date/Time:            August 19    5:00pm

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

#### **Refresher CPR**

Instructor:            Maura Kostraba  
Location:              Geneseo MS/HS  
Date/Time:            August 6      5:00pm

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

#### **Theory and Techniques- Fall**

Instructor:            Craig Veley  
Location:              Geneseo High School  
Date/Time:            August 25    7:00pm

2<sup>nd</sup> and 3<sup>rd</sup> meetings will be arranged  
Email Craig Veley at: [craigveley@geneseocsd.org](mailto:craigveley@geneseocsd.org) to register

### **Theory and Techniques-Part II**

Instructor: Craig Veley  
Location: Geneseo High School  
Date/Time: September 16, 17, 18, 23, 24 and 25 7pm-10pm  
Email Craig Veley at: [craigveley@geneseocsd.org](mailto:craigveley@geneseocsd.org) to register

### **Philosophy and Principles**

Instructor: Craig Veley  
Location: Geneseo High School  
Date/Time: September: 8, 9,10,15,22, 29 and 30 All Classes are at 7-10pm  
October: 6,7,14,20,21,27,28 and 29  
Email Craig Veley at: [craigveley@geneseocsd.org](mailto:craigveley@geneseocsd.org) to register

### **WINTER 2025**

#### **Full First Aid**

#### **Initial Certification**

Instructor: Maura Kostraba  
Location: Geneseo MS/HS  
Date/Time: November 10 6-10pm  
November 12 6-10pm

#### **Must attend both dates**

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

#### **Refresher First Aid**

Instructor: Maura Kostraba  
Location: Geneseo MS/HS  
Date/Time: November 3 6:00pm

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

### **CPR Full Course Initial Certification**

Instructor: Maura Kostraba  
Location: Geneseo MS/HS  
Date/Time: November 12 6:00pm

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

### **Refresher CPR**

Instructor: Maura Kostraba  
Location: Geneseo MS/HS  
Date/Time: November 5 6:00pm

Email Maura Kostraba at: [maurakostraba@gmail.com](mailto:maurakostraba@gmail.com) to register

### **Theory and Techniques- Winter**

Instructor: Craig Veley  
Location: Geneseo High School  
Date/Time: November 18<sup>th</sup> 7:00pm  
2<sup>nd</sup> and 3<sup>rd</sup> meetings will be arranged

Email Craig Veley at: [craigveley@geneseocsd.org](mailto:craigveley@geneseocsd.org) to register

### **SPRING 2026**

### **Health Sciences Applied to Coaching - Part II**

Instructor: Craig Veley  
Location: Geneseo High School  
Date/Time: January: 5,6,7,12,13,14, 20,21,27 and 28 All Classes are at 7pm-10pm  
February: 2, 3,9,10,and 24

Email Craig Veley at: [craigveley@geneseocsd.org](mailto:craigveley@geneseocsd.org) to register

### **Theory and Technique- Spring**

Instructor: Craig Veley  
Location: Geneseo High School  
Date/Time: March 16<sup>th</sup> 7:00pm  
2<sup>nd</sup> and 3<sup>rd</sup> meetings will be arranged

Email Craig Veley at: [craigveley@geneseocsd.org](mailto:craigveley@geneseocsd.org) to register

**Theory and Techniques-Part II**

Instructor: Craig Veley

Location: Geneseo High School

Date/Time: March 10,11,12,17,18, and 19

7pm-10pm

Email Craig Veley at: [craigveley@geneseocsd.org](mailto:craigveley@geneseocsd.org) to register

# Appendix F – BOCES Coaching Requirement Program Registration Form



## BOCES COACHING REQUIREMENT PROGRAM REGISTRATION FORM (Please Print or Type)

Name: \_\_\_\_\_  
Last First M.I.

Home Address: \_\_\_\_\_  
Street/PO Box Town Zip

School: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

Please check the most appropriate space:

- Certified Phys. Ed. Teacher
- Certified Teacher other than Phys. Ed.
- Non-teacher

Please answer each of the following questions by checking the appropriate space and providing the required information.

1. Have you received credit for “Philosophy, Principles and Organization of Athletics”?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If “Yes” when, \_\_\_\_\_ where \_\_\_\_\_

2. Have you received credit for “Health Sciences Applied to Coaching”?

Yes \_\_\_\_\_ No \_\_\_\_\_

If “Yes” when, \_\_\_\_\_ where \_\_\_\_\_

3. Have you received credit for “Theory and Techniques of Coaching”?

Yes \_\_\_\_\_ No \_\_\_\_\_

If “Yes” when, \_\_\_\_\_ where \_\_\_\_\_

4. Do you have a current First Aid Card?

Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

5. Do you have a current CPR Card?

Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Please check course(s) you are registering for:

( ) Part I – Health Sciences Applied to Coaching Course Date \_\_\_\_\_  
(FULL FIRST AID) 12 Hours Location \_\_\_\_\_

( ) Part II – Health Sciences Applied to Coaching Course Date \_\_\_\_\_  
Part II Location \_\_\_\_\_

( ) Refresher First Aid and Safety Course Date \_\_\_\_\_  
(5.5 Hours) Location \_\_\_\_\_

( ) Philosophy, Principles and Organization of Athletics Date \_\_\_\_\_

( ) Theory and Techniques of Coaching (internship) check season and indicate sport.

Fall \_\_\_\_\_ Sport \_\_\_\_\_  
Winter \_\_\_\_\_ Sport \_\_\_\_\_  
Spring \_\_\_\_\_ Sport \_\_\_\_\_

( ) Adult Cardiopulmonary Resuscitation (Full CPR) Course Date \_\_\_\_\_  
(4 Hours) Location \_\_\_\_\_

( ) Adult Cardiopulmonary Resuscitation Refresher Course Date \_\_\_\_\_  
(2 Hours) Location \_\_\_\_\_

To be complete, each registration must have two signatures, the Applicant's and the Athletic Director's

---

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

---

Date \_\_\_\_\_ Athletic Director's Signature \_\_\_\_\_

RETURN THE COMPLETED FORM AT LEAST 10 DAYS BEFORE THE FIRST SESSION TO:

Geneseo Central School  
Craig Veley/Program Administrator  
4050 Avon Geneseo Road  
Geneseo, NY 14454

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 585-237-0270

PLEASE REMEMBER: A FORM MUST BE ON FILE BEFORE RECEIVING A CERTIFICATE OF COMPLETION.

## Appendix G - Fingerprinting Information

**Q: How do I schedule a fingerprinting appointment?**

A: Contact MorphoTrust by going to its website at [www.identogo.com](http://www.identogo.com) and clicking on New York State on the map, or calling (877) 472 – 6915.

**Q: MorphoTrust requires me to provide an “ORI Number.” What is an ORI Number and what is it used for?**

A: An ORI Number is a unique number assigned to New York State agencies by the New York State Department of Criminal Justice Services (“DCJS”). It is a way for both the vendor and DCJS to know which agency to send the fingerprint results to once the fingerprinting process is complete.

**Q: What is the ORI Number for the New York State Education Department (“NYSED”)?**

A: On the MorphoTrust system, NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is:

ORI Number:	TEACH
-------------	-------

**Q: What is the total fee for fingerprinting?**

A: The total fee for fingerprinting is \$99.70.

**Q: Where are the MorphoTrust locations in the state?**

A: A list of currently available locations can be found at [www.identogo.com](http://www.identogo.com). Select “NY” and then click on “Locations” to view the listing.

**Q: Are photos required to be submitted?**

A: Yes. MorphoTrust takes a photograph at the time the fingerprints are scanned.

**Q: What kind of ID information do I need to provide for fingerprinting?**

A: You must have two forms of identification. At least one form of identification must contain a photo.

**Acceptable Photo Identification Documents**

- U.S. Passport (unexpired or expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver’s License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with photo (High School or College)

- Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
- Photo ID Card issued by Federal, State or Local Government

**Additional Identification Documents**

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License
- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State)
- U.S. Citizen ID Card (Form I-197)
- School Record or Report Card (*only accepted for applicants under the age of 18*)
- Clinic, doctor or hospital record (*only accepted for applicants under the age of 18*)

**Q: Am I required to have my fingerprints electronically scanned?**

**A:** Yes. Electronically scanned fingerprints captured at a MorphoTrust location in New York State are **required** for all applicants for certification and employment.

## Appendix H – Non-Teacher Coaches Application Process

Non-teacher coaches (including paid coaches and volunteers) are required to apply through the NYSED TEACH online system. **Only set up your TEACH account one time.** After you have established your account, you can access it to apply and reapply for additional certification or to update personal information.

Please note that Genesee Valley Regional Certification Office serves component districts covered by: Genesee Valley Educational Partnership, Wayne Finger Lakes BOCES and Monroe 2 BOCES. Be sure to select this Regional Certification Office to complete the evaluation if you will be coaching for any of these component districts. If you are uncertain, please contact [mgreene@gvboces.org](mailto:mgreene@gvboces.org) for clarification.

### **SETTING UP TEACH ACCOUNT**

- 1) Go to [www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/) and click “*TEACH Online Services*” button.
- 2) If you are new to TEACH, click “*Self Registration*” to create a TEACH account. Follow steps to establish an account. You will encounter a STOP sign twice in this process and is a warning for individuals who have already established an account. Continue past these screens in order to create the account. (If you already have a TEACH account click “Login to TEACH” to access your information.)
- 3) Once personal information is entered and verified in setting up your account, click “*SUBMIT.*”
- 4) **Keep track of your user ID and password!**

### **APPLYING FOR CERTIFICATION**

- 1) Go to [www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/) and click on the “*TEACH Online Services*” button.
- 2) Click “*Login to TEACH*” and log in using your User ID and password.
- 3) Click “*TEACH Online Services*” and under Online Application, click “*Apply for Certificate.*”
- 4) Click “*Next*” and complete “Enter/Edit Employment”. If you have not already done so, be sure to enter name of school you will be coaching for. [If you have not coached enter “*From Date*” as the first day of the current month and the “To Date” as the date you are applying.] The name of the district is required. Under “Employment Type” click “*Part Time*” and enter 20 hours estimated. The Certification Office will update the employment history as licenses have been issued.
- 5) Select “Enter/Edit Education” information and click “*All Other Programs and Coursework*” radio button (this button is preset at top of page and will need to be changed by you). Complete basic education and date of degree(s). Click “*ADD*” and select “*DONE.*”
- 6) Click on “Apply for a Certificate” and “Selecting Certificate(s)” and complete as follows:
  - Select Area of Interest: “*Other School Service*”
  - Select Subject Area: “*Coaching*”
  - Select Grade Level: “*Adolescent – Grades 7-12*”

- Select Title From dropdown list, select specific sport
- Select Type of Certificate: From dropdown list, select the license required and click “*DONE.*”
- Select Pathway: For first and second year coaching applications - select “**Individual Evaluation**” from dropdown list  
For third, fourth and fifth Temporary Coaching applications and/or Professional Certification – select from the dropdown list either “**Individual Evaluation**” if coursework is completed under Option I (i.e., Philosophy, Health and Theory courses”) **OR** “**NFHS**” (depending on the NFHS Levels appropriate for you) if coursework is completed under Option II (NFHS).

*If you realize that you have selected the incorrect pathway after you have applied, be sure to notify the Regional Certification Office since this will need to be corrected. If you are uncertain of the correct pathway contact [mgreene@gvboces.org](mailto:mgreene@gvboces.org) or call 585-344-7931.*

If not applying for additional certification click “*NEXT.*”

- 7) **IMPORTANT:** Be sure to select **Genesee Valley BOCES Regional Certification Office** (“**Genesee Valley BOCES**”) to complete the evaluation. Click “*to be reviewed by the BOCES Regional Certification Office*” and identify the school district you will be working with. It should automatically assign **Genesee Valley BOCES** to complete the evaluation. Once selected, click “*NEXT.*”
- 8) Step 3 of the process is “Sign Affidavit.” Follow the instructions and click “*SIGN AFFIDAVIT.*”
- 9) Step 4 of the process is “Confirm and Sign Application.” This screen indicates the cost of the coaching license(s). Read the statement and click “*Sign Application.*” (You can pay online with a credit card or by mailing a postal money order to the State. If you choose to send the payment to the State, print payment coupon and send with a postal money order.) Click “*SUBMIT.*”

#### **Following application and payment of fee:**

- Documentation: Required documentation should be sent to *Genesee Valley BOCES Regional Certification Office, 80 Munson Street, LeRoy, NY 14482* (Fax 585-344-7610) or scanned and emailed. If you have questions about what is currently on file in the Certification Office, please contact this office at 585-344-7931 or email at [mgreene@gvboces.org](mailto:mgreene@gvboces.org).

Evaluation: An evaluation will be completed by Genesee Valley BOCES Certification Office to determine eligibility and the evaluator will verify coursework on the individual’s TEACH file.

## Appendix I – New York State Requirements for Non-Teacher Coaches

To Begin Coaching: Certified Teachers must complete the following:

- Initial First Aid must meet NYSED requirements (no exceptions allowed) – cannot be a renewal or updated training
- Initial CPR/AED must meet NYSED requirements (no exceptions allowed) – cannot be a renewal or updated training
- Concussion training is required by the school district for all coaches and must be renewed every two (2) years.
- Teacher must keep the certificates and give copies to the district where they are coaching. Districts must verify completion of required course work.

Coursework Requirements to Be Completed Within 2 Years of When They Started Coaching

- Option 1 – Individual Evaluation Pathway: New York State coaching course in Principles, Philosophy and Organization of Athletics in Education
- Option 2 - NFHS Pathway: Level 1 and 2
- Initial coaching coursework (under Option 1 or Option 2) must be completed within two (2) years of initial appointment to coach. Verification should be provided to the district's Athletic Department.
- Teacher must keep the certificates and give copies to the district where they are coaching. Districts must verify timely completion of required course work.

Additional Course Work Required Within 5 years of When They Started Coaching:

- Option 1 – Individual Evaluation Pathway: New York State coaching courses
  - Health Sciences Applied to Coaching
  - Theory & Techniques of Coaching (sport specific)
- Option 2 - NFHS Pathway: Level 3 including internship
  - The Internship Evaluation Attestation Form must be completed by the Athletic Director for verification of internship requirements to be maintained by district.
- Teacher must keep the certificates and give copies to the district where they are coaching. Districts must verify timely completion of required course work.

NOTES:

- If coursework under Option 1 was completed through a college and the coursework is verified on a college transcript, the individual can apply for a coaching course equivalency review by completing an appropriate application and submitting it to the NYSED Office of Curriculum and Instruction along with a copy of the official college transcript and related course descriptions. Application for equivalency review is available at: <http://www.nysed.gov/curriculum-instruction/athletics-and-coaching>.

General Information About Certified Teacher Coaches:

- New York State Certified Teachers, including certified Pupil Personnel Services staff and School Administrators, are not required to obtain a license in order to coach high school sports. (Teaching Assistants are required to be licensed in order to coach.)
- Certified Teacher coaches are responsible for maintaining verification of all coaching course documents (coaching information for Certified Teacher coaches is not a part of the individual's TEACH file). Verification of all documentation, including First Aid, CPR and coursework must be provided to a school district's Athletic Department for any school district when actively coaching high school sports.
- Certified Teacher coaches must complete coaching coursework within required timeframe. If coursework has not been completed based on the established timeline, the Certified Teacher can apply for a time extension through the NYSED Office of Curriculum and Instruction. An application is available at the State's website:

- <http://www.nysed.gov/curriculum-instruction/athletics-and-coaching>  
 NYSED “Guidelines for Coaching Requirements” is available at the State’s website:  
<http://www.nysed.gov/curriculum-instruction/athletics-and-coaching>

### Nonteacher Coaches

To be eligible to coach high school sports as a non-teacher (whether paid or volunteer), a license is required through the NYSED TEACH online system ([www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/)). A separate license is required for each sport the individual plans to coach. The cost of a license is \$50 for each sport which is paid at the time of application.

Genesee Valley BOCES Regional Certification Office (RCO) serves component districts covered by: Genesee Valley BOCES; Wayne Finger Lakes BOCES and Monroe 2 BOCES. When applying the individual should select “Genesee Valley BOCES” to complete the evaluation.

The sequence of coaching licenses is as follows, for each sport:

- Temporary Coaching License
- Temporary Coaching License 1st Renewal
- Temporary Coaching License 2nd-4th Renewal (can be issued up to 3 times)
- Professional Coaching License
- Professional Coaching License Renewal

***You cannot progress in the sequence of licensing if a previous license did not get issued, even if you coached.***

## Requirements for Appointment to Coaching Positions (Traditional Pathway)

Temporary Coaching License - License issued for one year (\$50 fee)

1. Apply and pay on TEACH for a “temporary coaching license.” Be sure to select Genesee Valley BOCES as your evaluator.
2. Fingerprint Clearance through TEACH – contact MorphoTrust at [www.identoGo.com](http://www.identoGo.com) (call 877-472-6915) - Service Code for registration: 14ZGQT
3. First Aid -- must be a NYSED approved course and be an initial training. It cannot be an update, review or challenge course. (Certificate must include last 4 digits of SSN and DOB) List of Approved First Aid and CPR courses
4. CPR - must be a NYSED approved course and be an initial training. It cannot be an update, review or challenge course. (Certificate must include last 4 digits of SSN and DOB)  
[List of Approved First Aid and CPR courses](#)
5. Child Abuse Identification Workshop (CAIR)  
[Genesee Valley BOCES Student Support Services](#)  
[Listing of NYSED Approved Providers](#)  
[NYS Office of Children and Family Services](#) -free- must request certificate of completion for TEACH account
6. School Violence and Prevention Workshop (SAVE)  
[Genesee Valley BOCES Student Support Services](#)

[Listing of NYSED Approved Providers](#)

7. Dignity for All Students Act (DASA)

[Genesee Valley BOCES Student Support Services](#)

[Section V Athletics](#) (click AD and Coaches, then DASA) -free for coaches

[Listing of NYSED Approved Providers](#)

8. Concussion Management Training

Coaches will complete the New York State Education Department-approved course for coaches and PE teachers every two years. NYSED has approved the course Heads Up, Concussion in Youth Sports for these professions, which is a free web-based course that has been developed by the CDC. It is available at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html).

9. School District Recommendation -

Superintendent's statement must be entered on TEACH by district

**Temporary Coaching License 1st Renewal** - License issued for one year (\$50 fee)

Requirements: Apply and pay on TEACH, Valid First Aid, Valid CPR and School District recommendation. Coach must have held a Temporary Coaching License.

**Temporary Coaching License 2ND-4TH Renewal** - License issued for one year (\$50 fee)

Requirements: Apply and pay on TEACH, Valid First Aid, Valid CPR, School District recommendation and completion of required coaching coursework. (See Coaching Coursework Options below) Coach must have held a Temporary Coaching License 1st Renewal.

**Professional Coaching License** - License issued for three years (\$50 fee)

Requirements – Apply and pay on TEACH, Valid First Aid, Valid CPR, all required coursework, AND coach must have held a minimum of three (3) Temporary Coaching Licenses/Renewals in the same sport.

**Professional Coaching License Renewal** - License issued for three years (\$50 fee)

Requirements – Apply and pay on TEACH, Valid First Aid, Valid CPR, most recent three years of evaluations/verification of experience.

**NYSED Approved Coaching Certification Courses**

There are two options available for high school coaches in New York State for required coaching coursework. These alternatives apply to both certified teacher coaches and non-teacher coaches. Information on course options is provided below along with timeline for completion.

**Non-Teacher Coaches:** Verification of completed coursework should be provided to the Regional Certification Office for evaluation purposes and to the district Athletic Director.

**Certified Teacher Coaches:** Verification of coursework should be provided to Athletic Directors of any school that the certified teacher coaches with. It is the responsibility of the teacher to maintain a copy and provide verification to any school district that he/she plans to coach with.

NOTE: Verification is NOT sent to the Regional Certification Office since no evaluation is required for a certified teacher coach.

**COACHING COURSE PATHWAY- INDIVIDUAL EVALUATION**

- Under the Individual Evaluation pathway coursework can be completed in a classroom setting and/or online through a State-approved agency. For a listing of State-approved agencies providing courses (listed below) refer to <http://www.nysed.gov/curriculum-instruction/athletics-and-coaching> Courses can also be completed online and a listing State-approved providers is available at: <http://www.nysed.gov/curriculum-instruction/physical-education-online-coaching-courses>
- If coursework has not been completed within the timeline noted below, the individual can apply to the NYSED Office of Curriculum and Instruction for a time extension available at: [http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coaching\\_course\\_extension\\_appl.pdf](http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coaching_course_extension_appl.pdf)
- If coursework was completed through a college and coursework verified on a college transcript, the individual can apply for a coaching course equivalency review by completing an appropriate application and submitting it to the NYSED Office of Curriculum and Instruction along with a copy of the official college transcript and related course descriptions. Application for an equivalency review is available at: <http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coachingcourseequivalent.pdf>

Course Title	Timeline for Completion
Course I: Principles, Philosophy and Organization of Athletics in Education	Course I must be completed to get the first TCL 2-4 Renewal
Course II: Health Sciences Applied to Coaches	Courses II and III must be completed within five (5) years of when the Temporary Coaching License (TCL) was issued.
Course III: Theory & Techniques of Coaching (must be sport specific)	

**COACHING COURSE PATHWAY- NFHS Coach Certification Program**

- Under the NFHS pathway courses are provided online through the National Federation of State High School Associations (NFHS) Coach Certification Program website at NFHS Learn | Interscholastic Education, Made Easy. Refer to specific course title/levels for information on completion timeline under Option II.
- All NFHS coursework is completed online.
- If coursework has not been completed within the timeline noted below, the individual can apply to the NYSED Office of Curriculum and Instruction for a time extension available at: [http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coaching\\_course\\_extension\\_appl.pdf](http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coaching_course_extension_appl.pdf)

Course/Level	Components	Timeline for Completion
NFHS Level 1	a) Fundamentals of Coaching (NYS Specific): \$35 b) Concussion in Sports: Free c) Protecting Students from Abuse: Free d) Sudden Cardiac Arrest: Free	Level 1 must be completed to get the first TCL 2-4 Renewal
NFHS Level 2	a) Heat Illness Prevention: Free b) Student Mental Health and Suicide Prevention: Free c) First Aid, Health and Safety: \$45 d) One sport-specific course of choice: Range \$35 to \$75; all courses can be found at <a href="http://www.nfhslearn.com">www.nfhslearn.com</a>	Level 2 must be completed to get the first TCL 2-4 Renewal
NFHS Level 3	a) Bullying, Hazing and Inappropriate Behaviors: Free b) Strength and Conditioning: \$50 c) Teaching and Modeling Behavior: \$20 d) Engaging Effectively with Parents: Free e) Sportsmanship: Free	Level 3 must be completed within five (5) years of when the Temporary Coaching License (TCL) was issued or when applying for a Professional Coaching license, whichever comes first.
NFHS Internship (30 hours minimum)	<ul style="list-style-type: none"> <li>• Internship Evaluation Attestation Form: The sport-specific Internship Attestation form is completed under Level 3 and is required for evaluation purposes for non-teacher coaches. This document must include original signature of the Athletic Director and be submitted to the Regional Certification Office for INITIAL Professional Coaching Certification to be submitted to NYSED OTI by the Certification Office.</li> </ul>	