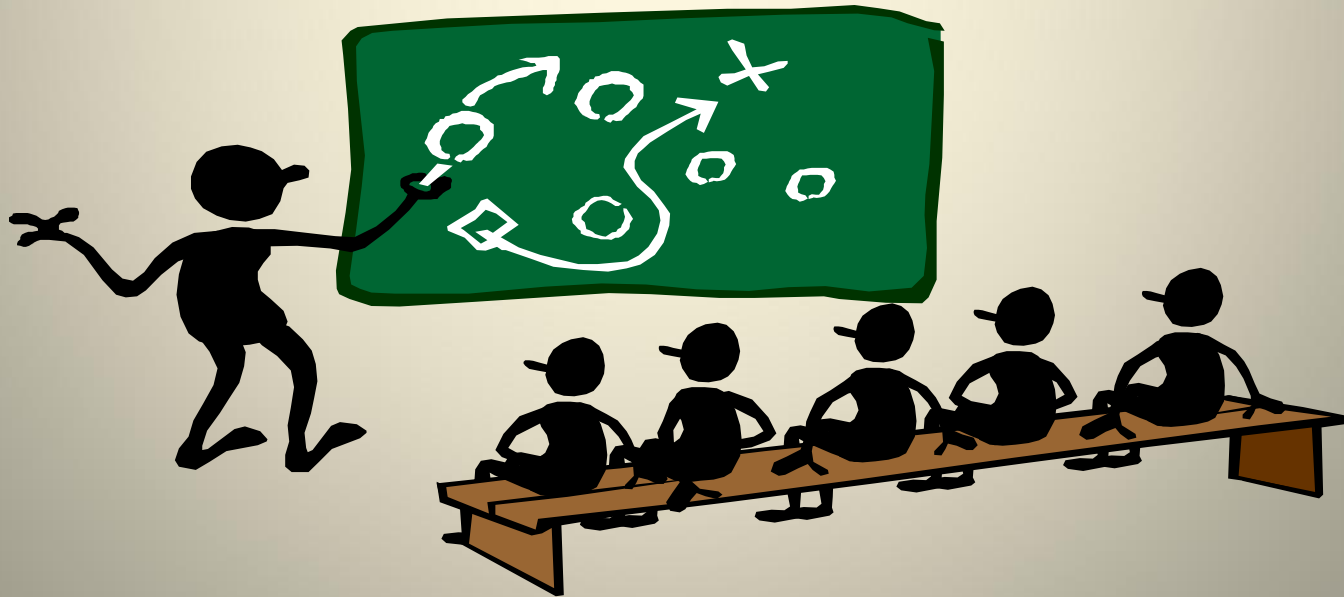


# NYSED

## Coaching Certification Procedures



# Coaches What They Need:

## NON-TEACHER Coach

- NYSED First Aid Course (**online** NOT acceptable)
- NYSED CPR Course (**online** NOT acceptable)
- Coaching Courses (through [www.NFHSLearn.com](http://www.NFHSLearn.com))
- Concussion Workshop
- DASA – Dignity for All Students Act *\*Effective January 1, 2014*
- School Violence Workshop
- Child Abuse Workshop
- Create TEACH Account
- Completed Fingerprint Clearance  
([www.highered.nysed.gov/tsei/ospra/](http://www.highered.nysed.gov/tsei/ospra/) – scheduled through your school district)
- Superintendents' Statement (recommendation)
- MUST Apply for a "Sport" Specific License
- \* Send Completed Credential Packet To BOCES Certification Officer (appropriate BOCES Certification Officer)

## TEACHER Coach

- NYSED First Aid Course (**online** NOT acceptable)
- NYSED CPR (**online** NOT acceptable)
- Coaching Courses
- Concussion Workshop
- **NO** Application Necessary
- Create TEACH Account
- Completed Fingerprint Clearance  
([www.highered.nysed.gov/tsei/ospra/](http://www.highered.nysed.gov/tsei/ospra/) – scheduled through your school district).
- Note: Required after July 1, 2001)
- Completion of Identification & Reporting of Child Abuse and School Violence Prevention & Intervention-SAVE (to be verified from transcript)

**NON-TEACHER COACHES:** Effective July 1, 2009 - In accordance with the certification procedures for teachers and other school staff, the licenses are given one of two specific effective dates when issued by the State – either September 1 or February 1.

### SEPTEMBER 1 Effective Date

Automatically given to all licenses processed between February 1 – August 31

### FEBRUARY 1 Effective Date

Automatically given to all licenses processed between September 1 – January 31

\* Teacher coaches include any school personnel with NYS teacher certification in a *subject area*; as well as PPS staff including School Psychologist, Social Worker, Guidance Counselor and Attendance.

**NON-TEACHER Coaches include any person outside of the school system and any school personnel without a NYS teacher certification, i.e.: "volunteer coaches", teaching assistants, social workers, etc.**

# Original-Pathway Requirements

## Requirements for First-Time Coaching Applicants

### (Initial Application)

- NYSED First Aid (must be updated every two or three years, depending on provider)
- NYSED CPR (must be updated every two years)
- Completion of Identification and Reporting of Child Abuse Certification Workshop
- Completion of School Violence Prevention and Intervention (SAVE) Certification Workshop
- Concussion Workshop
- DASA – Dignity for All Students Act *\*Effective January 1, 2014*
- Create Teach Account
- Completed Fingerprint Clearance (www.highered.nysed.gov/tsei/ospra/ – scheduled through your school district)
- Superintendents' Statement

## Requirements for Second-Year Coaches

### (First Renewal)

- Valid NYSED First Aid and CPR
- Completion of OR **proof** of enrollment in Philosophy, Principles and Organization of Athletics in Education Course

## Requirements for Third-Year Coaches

### (Second Renewal)

- Valid NYSED First Aid and CPR
- Completion of Philosophy, Principles and Organizations of Athletics in Education Course

## Requirements for Fourth-Year Coaches

### (Third Renewal)

- Valid NYSED First Aid and CPR
- Completion of Health Sciences Applied to Coaching – required before the fifth year – can be taken anytime within the coaching process.
- Completion of Theory and Techniques of Coaching (specific sport)
- Required before the fifth year – can be taken anytime within the coaching process.

## Requirements for Fifth-Year Coaches

### (and subsequent renewals)

#### (Fourth Renewal)

- Valid NYSED First Aid and CPR

## Professional Coaching Certificate

### (Good for Three Years; Sport-Specific)

- Valid NYSED First Aid and CPR
- Completion of all required coursework
- A minimum of three years coaching experience in a specific sport in a NYS athletic program
- Last three years' evaluations (for renewal)

**Changes as of July 1, 2009** CPR is now valid for two years (upon renewal)

Child Abuse and School Violence Workshops are now required at first application

All Non-Teacher Coaches must be fingerprinted

Coaches must file a separate application for each sport they wish to be licensed in

Use TEACH account to access completed certificates, NYSED does not mail printed certificates

# NEW as 2015 - Pathway Requirements

## TEMPORARY COACHING LICENSE

Requirements for first-time coaching applicants (initial application) and second-year coaches (first renewal)

- First Aid (must be updated every three years\*)
- CPR (must be updated every two years\*)
- Completion of Identification and Reporting of Child Abuse Certification
- Completion of School Violence Prevention and Intervention (SAVE) Certification
- DASA Training
- Fingerprint clearance ([www.highered.nysed.gov/tsei/ospra/](http://www.highered.nysed.gov/tsei/ospra/) – scheduled through your school district)
- Superintendents' Statement

Requirements for third-year coaches (second renewal), fourth-year coaches (third renewal) and fifth-year coaches (fourth renewal) [ 2<sup>nd</sup>-4<sup>th</sup> renewals]

- All items required for initial TCL and first renewal
- **NFHS Accredited Interscholastic Coach Certificate (AIC – Level 1)**, which includes the following four components:
  1. Fundamentals of Coaching (NYS Specific)
  2. First Aid, Health and Safety for Coaches
  3. Concussion in Sports
  4. One (1) sport-specific course

## PROFESSIONAL COACHING CERTIFICATE

Apply after three TCLs and all courses completed.

Valid for three years; sport-specific.

- All items required for initial TCL and first renewal
- **NFHS AIC – Level 1 Certificate**
- **NFHS Certified Athletic Coach Certificate (CIC – Level 2)**, which includes the following components:

1. Fundamentals of Coaching (NYS Specific)
2. First Aid, Health and Safety for Coaches
3. Concussion in Sports
4. One (1) sport-specific course
5. Creating a Safe and Respectful Environment
6. Strength and Conditioning
7. Teaching and Modeling Behavior
8. Engaging Effectively with Parents
9. Sportsmanship
10. Sports Nutrition
11. Heat Illness Prevention

- Internship (30 hours)
- Verification of three years of coaching

Courses provided online at  
[www.nfhslearn.org](http://www.nfhslearn.org)

- A complete packet must be sent for every application. Copies of all requirements must be accompanied by a cover sheet and are due to the appropriate Regional Certification officer no less than two months prior to the start of the coaching season in question.
- A Superintendent's statement must be entered for all TCL applications (not required for PCC)

# Procedures

- Coaches should be directed to...

- **Step 1: Apply online.**

Follow the instructions (available online) to create an account and apply for a license on TEACH. The application fee of \$50 can be paid online with a credit/debit card.

- **Step 2: Submit backup.**

Print and complete the cover sheet (available online through TEACH). Attach copies of valid CPR and First Aid cards/certificates, required course work and other materials. Submit all documents to Athletic Director or Superintendents' Secretary who will enter the "Superintendent Statement" and they will mail to the appropriate Certification Officer for review.

- **Step 3: Check the status of your application.**

Log into the TEACH system to check the progress of your application through the system. The license will show up as "issued" once it has been approved.

# Roles and Responsibilities

	Coach	Athletic Office	District Superintendent	Section X Office	Regional Certification Office	State Education Department
<b>Responsible for:</b>	Completing the online application (one for each sport coached).	Providing coaches with information and instructions on the new system, and instructing coaches to apply <b>AT LEAST</b> two weeks prior to start of season.	Communicating with the District Athletic office regarding completion of the Superintendent's statement. *	Providing State Mandated Coaching Courses.	Entry of all First Aid, CPR and coaching course information	Completing "final review" of all applications.
	Taking CPR, First Aid and all coaching courses (and providing proof of completion of such) to the District Athletic office.	Communicating with the District Superintendent (or designee) regarding completion of the Superintendent's statement. *	* Superintendent's statement <i>only</i> required for Temporary Coaching Licenses— <i>not</i> required for Professional Coaching Certificates.		Transmission of completed applications to the State Education Department for final review.	Approving license applications and posting issued licenses on TEACH.
	Following up with TEACH (online) to check the status of their application.	Reviewing coaches' backup documents before sending them to BOCES. (Documents <b>MUST</b> be submitted by the ADs office.) <b>NOT NYSED</b>				

Effective July 1, 2009 - In accordance with the certification procedures for teachers and other school staff, the licenses are given one of two specific effective dates when issued by the State – either September 1 or February 1.

## **SEPTEMBER 1 Effective Date**

Automatically given to all licenses processed between February 1 – August 31

## **FEBRUARY 1 Effective Date**

Automatically given to all licenses processed between September 1 – January 31

Once an application shows up as "**issued**" on TEACH, the coach is officially licensed in that sport and may begin coaching. Your timely submission of coaching paperwork is necessary, as the State cannot backdate or expedite coaching licenses. The current processing time for the State to issue a license is approximately eight (8) weeks. This does not include processing time for BOCES.



# Resources/Contacts

**TEACH Tech Help Line: (518) 486-6041**

For technical questions regarding the TEACH web site, forgotten passwords, etc.

**OSPRA (Office of School Personnel Review and Accountability): (518) 473-2998**

For questions regarding discipline holds, fingerprint holds, incomplete applications.

**Coaches can log in and check the status of their application at:**

<http://www.highered.nysed.gov/tcert/teach/login.html>

**TEACH Public Inquiry System: <http://eservices.nysed.gov/teach/certhelp/CpPersonSearchExternal.jsp>**

# Regional Coaching Certification

- **For Schools in the St. Lawrence-Lewis BOCES Contact:**

Ms. Amanda J. Mackenzie

Jefferson-Lewis BOCES

20104 State Route 3

Watertown, NY 13601

[amackenzie@boces.com](mailto:amackenzie@boces.com)

Business hours: 7-3, M-F

Phone: (315) 779-7019

During business hours only toll free: (800) 356-4356 ask for ext. 7020

- **For Schools in the Franklin–Essex BOCES Contact:**

Mr. Ken Ziegler

Capital Region

Regional Certification

Suite 102

900 Watervliet-Shaker road

Albany , NY 1205

[kenneth.ziegler@neric.org](mailto:kenneth.ziegler@neric.org)

Phone: (518) 862-4918

- **General Certification Information Can Be Viewed At:**

[www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/)