

# COACHING APPLICATION INSTRUCTIONS

**All non-certified teacher coaches need to apply for a NYSED coaching license**

Applications are submitted electronically through "TEACH Online Services," at the Office of Teaching Initiatives website as follows:

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

## HOW TO APPLY



1. Click on the link for TEACH Online Services on the left side of the screen. Next, choose if you are creating a NY government account or adding TEACH to an existing government account or if you have previously created a TEACH account then you can click "Login to TEACH." If you have forgotten your username and/or password click on the link to regain your access or you may contact NYSED TEACH Helpline directly at (518)486-6041 or [teachhelp@nysed.gov](mailto:teachhelp@nysed.gov) for assistance.
2. Once the log in is complete, click on "Apply for Certificate."
3. Choose the following in the drop down menu:
  - a. Area of Interest: Coaching
  - b. Subject Area: Coaching (unless coaching competitive cheerleading)
  - c. Grade Level: Adolescent – Grades 7-12
  - d. Title – The Sport that you will be Coaching
  - e. Type of Certificate: What license type are you applying for? (see license types on the back of this sheet)
4. Choose either NYSED or BOCES to evaluate your application. If you would like BOCES to evaluate your application choose BOCES to evaluate. Next you will see a selection for either School District or County. You will choose County of Jefferson. Once this is completed choose Jefferson-Lewis BOCES and continue on to the payment screen to complete the application process.

***\*\*Please note this is only the application and you will still need to complete the evaluation by turning in all supporting documents and be processed by NYSED.***

## SUPPORTING DOCUMENTS

**\*\*All documents must have your full name, date of birth, and the last 4 digits of your social security number on them to be considered valid for certification.**

1. Copies of valid First Aid and CPR card (All Levels)
2. Verification of Workshops
  - a. Child Abuse Workshop [www.nysmandatedreporter.org](http://www.nysmandatedreporter.org) (FREE)
  - b. School Violence Prevention (SAVE) [www.boces.com](http://www.boces.com) (\$30) Search for SAVE
  - c. Dignity for All Students Act (DASA) [www.boces.com](http://www.boces.com) (\$30) Search for DASA
3. Certificates of completion for Coaching Courses (Temporary 2<sup>nd</sup> to 4<sup>th</sup> License and above or more five years from first coaching license)  
or
4. NFHS Accredited and Certified Interscholastic Coaching Certificate
  - a. AIC (Level I) (Temporary 2<sup>nd</sup> to 4<sup>th</sup>)
  - b. CIC (Level II) (Professional)
    - i. Internship and evaluation form
5. Last Three Years of Sport Specific Satisfactory Evaluation Forms (Professional and Professional Renewal)

## FINGERPRINTS

You may call MorphoTrust/IDEMIA at: 877-472-6915 to schedule an appointment or schedule online at <https://uenroll.identogo.com/workflows/14ZGQT>. The Cost as of July 1, 2020 is \$102.00.



For questions regarding coaching certification please contact:

Amanda MacKenzie

or

Jason Ring

@

(315)779-7019

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

Hours of Operation

Monday – Friday

7:00 a.m. – 4:00 p.m

**Please Submit All Supporting Documents to:**

Jefferson-Lewis BOCES  
Regional Certification Office  
20104 NYS Route 3  
Watertown, NY 13601

Name: \_\_\_\_\_ Last Four of SS#: \_\_\_\_\_

Sport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

District: \_\_\_\_\_ Email Address: \_\_\_\_\_

**I have completed an online application for a: (Check one below)**

- ☐ Temporary Coaching License
- ☐ Temporary 1<sup>st</sup> Renewal Coaching License
- ☐ Temporary 2<sup>nd</sup> to 4<sup>th</sup> Renewal Coaching License
- ☐ Professional Coaching License
- ☐ Professional Renewal Coaching License

**Requirements for Temporary License and First Time Coaching Applicants**

- ☐ Initial Valid NYSED approved First Aid
- ☐ Initial Valid NYSED approved CPR
- ☐ Completion of Child Abuse Workshop
- ☐ Completion of School Violence Workshop (SAVE)
- ☐ Completion of Dignity for all Students Workshop (DASA)
- ☐ Fingerprints
- ☐ School District has completed Superintendent Statement on TEACH for current school year

**Requirements for Temporary 1<sup>st</sup> Renewal Coaching License: (in addition to requirements of previous license)**

- ☐ Valid NYSED approved First Aid and CPR (this can be a renewal)
- ☐ School District has completed Superintendent Statement in TEACH for current school year
- ☐ Begin enrollment in Philosophy, Principles and Organization of Athletics in Education

**Requirements for Temporary 2<sup>nd</sup> to 4<sup>th</sup> Coaching License: (in addition to requirement of previous license)**

- ☐ Valid NYSED approved First Aid and CPR (this can be a renewal)
- ☐ School District has completed Superintendent Statement in TEACH for current school year
- ☐ Completed Philosophy, Principles and Organization of Athletics in Education Coaching Course or NFHS Accredited Interscholastic Coaching Certificate (AIC Level I)

**Requirements for Professional Coaching License: (in addition to requirements of previous license)**

- ☐ Valid NYSED approved First Aid and CPR (this can be a renewal)
- ☐ Completion of Health Science Applied to Coaching or NFHS Certified Interscholastic Coaching Certificate with 30 hour internship and evaluation form (CIC Level II)
- ☐ Completion of Theory and Techniques (Sports Specific) or NFHS Certified Interscholastic Coaching Certificate with 30 hour internship and evaluation form (CIC Level II)
- ☐ Copies of satisfactory evaluations for the past three years of coaching under NYS license

**Requirements for Professional Renewal Coaching License: (in addition to requirements of previous license)**

- ☐ Valid NYSED approved First Aid and CPR (this can be a renewal course)
- ☐ Copies of satisfactory evaluations for the past three years of coaching under NYS license