TEACH ONLINE CERTIFICATION SERVICES
NON-TEACHER COACHES APPLICATION PROCESS

PROVIDED BY THE GENESEE VALLEY EDUCATIONAL PARTNERSHIP - BOCES REGIONAL CERTIFICATION OFFICE

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.

Genesee Valley BOCES Regional Certification Office serves component districts covered by: Genesee Valley Educational Partnership; Wayne Finger Lakes BOCES and Monroe 2 BOCES. If planning to coach at any of these component districts select "**Genesee Valley BOCES**" to complete the evaluation If you are uncertain, please contact the Regional Certification Office at 585-344-7931.

SETTING UP TEACH ACCOUNT

1) Go to 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. DO NOT SET UP ANOTHER ACCOUNT.)
3) Once personal information is entered and verified in setting up your account, click "*SUBMIT."*
4) **Keep track of your user ID and password!**

NOTE: **If you have difficulty accessing your TEACH account, you will need to contact the TEACH Help Line at 518-486-6041 for assistance.**

APPLYING FOR CERTIFICATION

1) Go to 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.
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:**   *"Coaching"*
   - **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 AIC Level 1*" or *"NFHS CIC Level 2"* (depending on the NFHS Level appropriate for you) if coursework is completed under Option II (NFHS).

   If not applying for additional certification click "*NEXT."*

7) **IMPORTANT REMINDER: If planning to coach at a component school district of the following BOCES be sure to select "Genesee Valley BOCES" to complete the evaluation: 1) Genesee Valley Educational Partnership, 2) Wayne Finger Lakes BOCES or 3) Monroe 2 BOCES.** 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."*