

Eastern Suffolk BOCES
Regional Certification Office

201 Sunrise Highway
Patchogue, New York 11772

(631) 687-3020

teachercert@esboces.org



Coaching Licenses for Non-Teacher Coaches

TEMPORARY and PROFESSIONAL COACHING LICENSE REQUIREMENTS

All non-teacher coaches, including unpaid volunteer coaches, need to obtain a coaching license. Certified teachers, pupil personnel service providers, and school leaders should not apply for a coaching license.

Applications must be submitted electronically via the NYSED Office of Teaching Initiatives TEACH website at www.highered.nysed.gov/tcert/.

If you do not have a TEACH Online Services account, you will need to create one. If you previously created an account that you are unable to access, contact TEACH Help at teachhelp@nysed.gov.

➤ Log in to your TEACH account and submit an application for the appropriate sport-specific coaching license. Assign the application to **Eastern Suffolk BOCES** for review. The application fee of **\$50.00** must be paid online with a credit card.

➤ Submit required documentation to the Eastern Suffolk BOCES Certification Office. All documentation submitted must include your full name as it appears on TEACH and your identifying information (partial SSN and/or DOB).

Temporary (valid for 1 year)

- ✓ First Aid certificate
- ✓ CPR certificate

1st Renewal (valid for 1 year)

- ✓ First Aid certificate
- ✓ CPR certificate

2nd-4th Renewal (valid for 1 year)

- ✓ First Aid certificate
- ✓ CPR certificate
- ✓ Philosophy of Athletics course
or NFHS Levels 1 & 2

Professional (valid for 3 years)

- ✓ First Aid certificate
- ✓ CPR certificate
- ✓ Health Sciences and Theory & Techniques courses or NFHS Level 3 and sport-specific internship
- ✓ Coaching Evaluation form

Professional Renewal (valid for 3 years)

- ✓ First Aid certificate
- ✓ CPR certificate
- ✓ Coaching Evaluation form

➤ A list of NYS-approved First Aid and CPR courses can be found at www.nysed.gov/curriculum-instruction/athletics-and-coaching.

➤ Complete the three required workshops: Child Abuse Identification and Reporting, School Violence Prevention and Intervention, and Dignity For All Students Act (DASA). A list of approved providers for each workshop can be found at www.highered.nysed.gov/tcert/certificate/workshops-required-for-educator-certification.html. Cost varies by provider.

➤ Apply for fingerprint clearance through MorphoTrust at www.identogo.com using Service Code **14ZGQT**. The cost is **\$101.75**.

➤ Employing school district must enter a recommendation on TEACH for Temporary, 1st Renewal, and 2nd-4th Renewal applications.

**CONTACT THE EASTERN SUFFOLK BOCES
CERTIFICATION OFFICE WITH QUESTIONS**