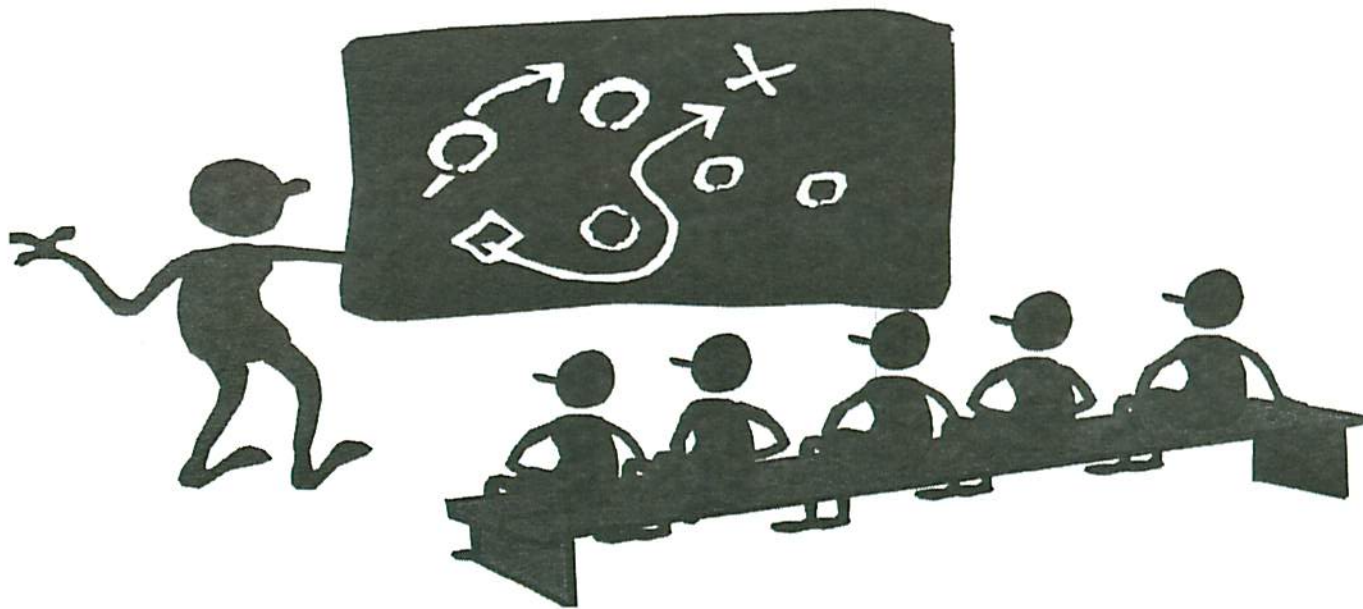


NYSED

Coaching Certification Procedures



Coaches What They Need:

NON-TEACHER Coach

- NYSED First Aid Course
- NYSED CPR Course
- Coaching Courses (through Section 10 or college equivalent)
- Concussion Workshop
- School Violence Workshop
- Child Abuse Workshop
- Create TEACH Account
- Completed Fingerprint Clearance (via LIVESCAN – 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
- NYSED CPR
- Coaching Courses
- Concussion Workshop
- **NO** Application Necessary
- Create TEACH Account
- Completed Fingerprint Clearance (via LIVESCAN – 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

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.

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
- Create Teach Account
- Completed Fingerprint Clearance (via LIVESCAN – 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

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

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
Responsible for:	Completing the online application (one for each sport coached).	Providing coaches with information and instructions on the new system, and instructing coaches to apply AT LEAST 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—not 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 MUST be submitted by the ADs office.)				

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. Diane Wright

Jefferson-Lewis BOCES

20104 State Route 3

Watertown, NY 13601

dwright@boces.com

Business hours: 7-3, M-F

Phone: (315) 779-7020

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

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

Mr. James W. Jock

Clinton-Essex-Warren-Washington BOCES

PO Box 455

Plattsburgh, NY 12901

[Jock_jim@cves.org](mailto:jock_jim@cves.org)

Phone: (518) 536-7315

Fax: (518) 324-6612

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

www.highered.nysed.gov/tcert/