



Thank you for your interest in coaching here at John F. Kennedy High School!

To become a head coach, assistant coach or volunteer coach in New York State, there are several requirements that must be fulfilled. All coaching candidates are responsible to meet these requirements, completing coursework and certifications, paying the fees as well as recording and reporting their own progress.

5 - Step Process to Initial Coaching Certification

1. Fingerprinting

New York State law requires prospective employees of school districts, including volunteer coaches, to undergo a fingerprint supported criminal history background check conducted by the New York State Education Department's Office of School Personnel Review and Accountability (OSPRA). This process must be complete before a prospective employee can begin work with the district.

Cheektowaga-Sloan Schools uses the statewide system www.IdentoGo.com to process fingerprint supported background checks.

Here's what to do:

- Go to www.IdentoGo.com and click on "Get Fingerprinted" from the upper right corner of the page.
- Select a Fingerprinting Service by State, then click GO. Scroll down to "Enrollment Services" and click on "State Fingerprinting". Then click the green button, "Schedule a New Appointment".
- When asked to provide the ORI number required for the process, enter the word TEACH. (This is to ensure that your fingerprint results get sent to the NYS Education Department.) Continue to follow the prompts to find a location and schedule your appointment.
- You may also call MorphoTrust® at 877-472-6915 to schedule an appointment.
- Be sure to follow all instructions and make payment as necessary. Cash payments are no longer accepted. Total fee is \$99.70.
- If you have any questions, please contact OSPRA at ospa@nysed.gov or call (518)473-2998.

2. Create an account in the New York State TEACH System

You must create an account in the New York State TEACH system.

- **SELF-REGISTER and CREATE AN ACCOUNT [HERE](#).**
- Once your account is created in the TEACH system, you will record your certification progress as you complete each requirement. **LOGIN to TEACH [HERE](#).**
- Forgot your TEACH username or password? **Click [HERE](#).**

3. Complete TWO Workshops:

All coaches, including volunteers, must complete the following workshops:

- School Violence Prevention and Intervention (SAVE) Workshop
- Identification and Reporting Child Abuse and Neglect Workshop

To register and take these courses online, click [HERE](#).

4. Become certified in CPR/AED & First Aid

All coaches, including volunteers, must have current certification in the following:

- First Aid
- CPR/AED

You may take these classes in your community. Keep copies of proof of your certification.

You can find these trainings at Erie 1 BOCES. Click [HERE](#) for their link.

For a listing of courses accepted as meeting the coaches first aid and CPR/AED requirement, click [HERE](#).

5. Become certified in DASA (Dignity for All Students Act)

All coaches, including volunteers, must be certified in DASA (Dignity for All Students Act).

Cheektowaga-Sloan Union Free School District recommends receiving this certification at Erie 1 BOCES, 355 Harlem Road, West Seneca, NY, 14224, Building B. Pre-Registration is required.

To register, click [HERE](#).

- Click on the SEARCH Events Button
- Filter by "Upcoming Events"
- Type DASA in the field allowing you to "search within results for title or description"
- A listing of the upcoming DASA training dates will show. Click the desired training session and follow the instructions to register.

The DASA training is designed to increase the participant's knowledge of the skills, abilities and responsibilities as related to the Dignity for All Students Act (DASA). Successful completion of this course will meet the certification requirements in §14(5) of Chapter 102 of the Laws of 2012. The training will address the social patterns of harassment, bullying and discrimination, marginalization and micro aggressions, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex as defined in § 11-Definitions. The training will address issues from a proactive – rather than a reactive - position and present the “goal” as creating an affirming educational environment for all students through addressing school culture and climate. Also covered will be the identification and mitigation of harassment, bullying and discrimination; and strategies for effectively addressing problems of exclusion, bias and aggression in an educational setting.

Next Steps...

After completing the 5-Step process, please contact the Athletic Director at JFK, at (716) 891-6407.

Following receipt of your initial coaching certification approval, New York State Education Department requires you to also complete three more courses within five (5) years. Courses can be taken through Erie 1 BOCES.

These courses are:

- Philosophy, Principles & Organization of Athletics;
- Health Science Applied to Coaching; and
- Theory & Techniques of Coaching
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A registration fee is required for each course.

Information about these courses can be found [HERE](#).

Participants successfully completing the program will receive a Coaching Registration Program Certificate according to the guidelines of the New York State Education Department.