

**TEACH ONLINE CERTIFICATION SERVICES
NON-TEACHER COACHES APPLICATION PROCESS**

PROVIDED BY THE GENESEE VALLEY 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 BOCES; 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 – Michele Kurpisz mkurpisz@gvboces.org or MacKenzie Greene mgreene@gvboces.org

Setting up your TEACH ACCOUNT

- 1) Go to www.highered.nysed.gov/tcert/teach/ and click on the “*Create a NY.gov TEACH Account*” button
- 2) Follow the steps to establish an account. You will encounter a STOP sign in this process which is a warning for individuals who have already established an account. Continue past this screen 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 for assistance. Email them at teachhelp@nysed.gov, or call (518)474-3901 and choose option 3

Applying for Certification

- 1) Go to www.highered.nysed.gov/tcert/teach/ and click on the “*Login to TEACH*” button.
- 2) 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. Click “*ADD*” and select “*DONE.*” Click “*Next*”
- 5) “Select your Certificate Title” 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 Temporary Coaching License (first coaching license ever) - select “*Individual Evaluation*” from dropdown list

For Temporary Coaching License 1st Renewal - select “*Individual Evaluation*” from dropdown list

For Temporary Coaching License 2nd-4th Renewals – select from the dropdown list either

- “*Individual Evaluation*” which means you would take the Philosophy course **OR**
- “*NFHS*” which means you would complete the NFHS certificate components for Level 1 AIC.

For Professional Coaching License – select from the dropdown list either

- “*Individual Evaluation*” which means you would take the Health and Theory courses **OR**
- “*NFHS*” which means you would complete the NFHS certificate components for Level 2 CIC.

For Professional Coaching License Renewal – select the same pathway you selected for your previous Professional license

Click “*NEXT.*”

- 6) **IMPORTANT REMINDER:** Select that you want a BOCES Regional Certification Office to evaluate your application. (click next)
- 7) Select the option to search by COUNTY. Click the small white circle button next to “Genesee County” Even if you don’t live in Genesee county, you MUST to select Genesee county because this is where Genesee Valley BOCES is located.
- 8) Click the small white circle button next to “Genesee Valley BOCES”
- 9) Step 3 of the process is “Sign Affidavit.” Follow the instructions and click “*SIGN AFFIDAVIT.*”
- 10) 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.*”