

Eastern Suffolk BOCES  
Regional Certification Office

201 Sunrise Highway  
Patchogue, New York 11772

(631) 687-3020

[teachercert@esboces.org](mailto: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/](http://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 518-474-3901 and select option 3 or email [teachhelp@nysed.gov](mailto: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.
- Requirements for each license are indicated below:

### Temporary (valid for 1 year)

- ✓ First Aid/CPR
- ✓ Superintendent statement

### 1<sup>st</sup> Renewal (valid for 1 year)

- ✓ First Aid/CPR
- ✓ Superintendent statement

### 2<sup>nd</sup>-4<sup>th</sup> Renewal (valid for 1 year)

- ✓ First Aid/CPR
- ✓ Philosophy of Athletics course  
or NFHS Levels 1 & 2
- ✓ Superintendent statement

### Professional (valid for 3 years)

- ✓ First Aid/CPR
- ✓ Health Sciences and Theory & Techniques courses or NFHS Level 3 and sport-specific internship
- ✓ Superintendent statement

### Professional Renewal (valid for 3 years)

- ✓ First Aid/CPR
- ✓ Superintendent statement

➤ Employing school district must enter a statement on TEACH for all TCL and PCL applications verifying acceptable First Aid/CPR and employment.

➤ A list of NYS-approved First Aid and CPR courses can be found at [www.nysed.gov/sites/default/files/programs/standards-instruction/accepted\\_cpr\\_fa\\_concussioncoursesandcertificates.pdf](http://www.nysed.gov/sites/default/files/programs/standards-instruction/accepted_cpr_fa_concussioncoursesandcertificates.pdf).

➤ 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](http://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](http://www.identogo.com) using Service Code **14ZGQT**. The cost is **\$102.50**.

➤ Documentation submitted must include your full name as it appears on TEACH and your identifying information (partial SSN and/or DOB).

➤ Coaching courses must be completed within five years of first TCL issuance.

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