

Coaching Certification Process – Certified Teacher Coaches

1) Basic Information

- A) Certified Teacher Coaches include physical education teachers and teachers of other subjects. Only individuals that hold NYS teacher certification for a subject area do not have to apply for a Temporary or Professional Coaching License.

 - B) Physical Education teachers must have the following:
 - Valid First Aid
 - Valid CPR

 - C) Teachers of subjects other than physical education must have the following:
 - Valid First Aid
 - Valid CPR certification
 - Philosophy, Principles and Organization of Athletics in Education¹ completed within 2 years of their initial appointment as a coach.
 - Health Sciences Applied to Coaching and Theory & Techniques of Coaching (Sport Specific) completed within 5 years of their initial appointment.
 - Workshop - Child Abuse Identification
 - Workshop - School Violence Intervention and Prevention
 - Fingerprint Clearance

 - D) Extensions: applicants with extenuating circumstances may apply to SED for an extension of time to complete the coaching courses.
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Coaching Certification Process – Non Teacher Coaches

1) Basic Information

All non-classroom teacher coaches need to apply for a coaching license (nurses, pupil personnel service staff, teaching assistants, community members, etc.)

- A) **Initial license:** Temporary Coaching License (issued to school district).
May only be appointed if there are no certified teachers available with experience and qualifications to coach the sport.
- There is now a separate fee for each sport coached. There are no more extensions to coach additional sports

- **1st Temporary:**

Requirements:

- Valid First Aid
- Valid CPR Certification
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance
- School District Recommendation

- **1st Temporary Renewal:**

Requirements:

- Valid First Aid
- Valid CPR Certification
- Coursework
 - Philosophy, Principals and Organization of Athletics in Education¹ (must be enrolled in or completed before the 3rd application for a Temporary renewal)
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance
- School District Recommendation

- **2nd Temporary Renewal – 4th Temporary Renewal:**

Requirements:

¹ Coaches of non-contact, non-strenuous sports only need this one course (bowling, golf, table tennis, badminton, rifle, archery, shuffleboard).

- Valid First Aid
- Valid CPR Certification
- Coursework
 - Philosophy, Principals and Organization of Athletics in Education² (must be enrolled in or completed before the 3rd application for a Temporary renewal)
 - Health Sciences Applied to Coaching completed by 5th TCL
 - Theory & Techniques of Coaching (sport specific) completed by 5th TCL
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance
- School District Recommendation

B) Advanced license: (issued to individual) A holder of a Professional Coaching License is considered on “equal footing” with certified teachers for coaching positions.

- **1st Professional Coaching License**

Requirements:

- Possess a minimum of 3 Temporary Coaching Licenses
- Valid First Aid
- Valid CPR Certification
- Coursework
 - Philosophy, Principals and Organization of Athletics in Education²
 - Health Sciences Applied to Coaching
 - Theory & Techniques of Coaching – (Specific to the sport coached)
- Satisfactory Evaluation - Sport - 3 Yrs
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance

- **Professional Coaching License Renewals**

Requirements:

- Possess a minimum of 3 Temporary Coaching Licenses
- Valid First Aid
- Valid CPR Certification
- Coursework
 - Philosophy, Principals and Organization of Athletics in Education²
 - Health Sciences Applied to Coaching
 - Theory & Techniques of Coaching – (Specific to the sport coached)
- Satisfactory Evaluation - Sport - 3 Yrs
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention

² Coaches of non-contact, non-strenuous sports only need this one course (bowling, golf, table tennis, badminton, rifle, archery, shuffleboard).

- Fingerprint Clearance
- Must provide an evaluation prepared by the building Principal or Director of Physical Education/Athletics for each year coached under a PCL.

C) Apply for the appropriate license on the TEACH system.

D) Extensions: applicants with extenuating circumstances may apply to SED for an extension of time to complete the coaching courses.

E) Equivalent Experience: applicants who have taken coaching courses similar to the NYS required course work may request a review of transcripts and course descriptions from SED for equivalent experience.

NFHS Coaching Course New York State (NYS) Specific Second Pathway Guidelines

Note

Effective **July 1, 2015**, coaches in New York State (NYS) will be able to pursue a second alternative pathway to complete the 3 NYS required coaching courses (Principles, Philosophy and organization of Athletics in Education, Health Sciences Applied to Coaching, and Theory & Techniques of Coaching (Sport Specific) by utilizing the NFHS online coaching courses (AIC-Level 1 and CIC-Level 2) and completion of an internship in accordance with guidelines.

See link: https://nfhslearn.com/home/coaching_requirement

The NFHS NYS Specific Second Pathway Process is outlined below:

- I. First Temporary Coaching License – No Change
 - a. SED Approved First Aid course
 - b. SED Approved CPR/AED course
 - c. Child Abuse recognition course
 - d. School Violence Prevention Course,
 - e. DASA training
 - f. FingerprintingNot required for certification, however required by District to coach: Concussion Course (Every 2 years)

- II. Second Temporary Coaching License (First Renewal) – No Change
 - a. SED Approved First Aid course
 - b. SED Approved CPR/AED course
 - c. Child Abuse recognition course
 - d. School Violence Prevention Course,
 - e. DASA training
 - f. FingerprintingNot required for certification, however required by District to coach: Concussion Course (Every 2 years)

- III. Third, Fourth and Fifth Temporary Coaching License (2nd – 4th Renewal) – Two Options

Option I (Current Requirements)	Option II NFHS
SED Approved First Aid course	SED Approved First Aid course
SED Approved CPR/AED course	SED Approved CPR/AED course
Completion of Principles, Philosophy and Organization of Athletics in Education	NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)*

Child Abuse recognition course	Child Abuse recognition course
School Violence Prevention Course,	School Violence Prevention Course,
DASA training	DASA training
Fingerprinting	Fingerprinting
Not required for certification, however required by District to coach: Concussion Course (Every 2 years)(Kept at local level)	

***NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1) includes:**

- i. Fundamentals of Coaching (NYS Specific)
- ii. First Aid, Health and Safety For Coaches
- iii. Concussion in Sports
- iv. One Sport Specific course of your choice. All courses can be found at <http://www.nfhslearn.org>

IV. Professional Coaching Certificate (by year 5)

Option I (Current Requirements): Must be followed if the coach was issued the third temporary using this option	Option II (NFHS) Must be followed if the coach was issued the third temporary using this option
SED Approved First Aid course	SED Approved First Aid course
SED Approved CPR/AED course	SED Approved CPR/AED course
Completion of Principles, Philosophy and Organization of Athletics in Education	NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
Health Sciences Applied to Coaching	NFHS Accredited Interscholastic Coach Certificate (CIC-Level 2)**
Theory & Techniques of Coaching (sport specific)	Internship – 30 hours***
Verification of three years of coaching	Verification of three years of coaching
Child Abuse recognition course	*Child Abuse recognition course
School Violence Prevention Course,	School Violence Prevention Course,
Fingerprinting	Fingerprinting
Not required for certification, however required by District to coach: Concussion Course (Every 2 years) (Kept at local level)	

**** Completion of the following *Certified Interscholastic Coach (CIC-Level 2)* Course Requirements:**

- i. Fundamentals of Coaching (NYS Specific) (Included in AIC)
- ii. First Aid, Health and Safety For Coaches (included in AIC)
- iii. Concussion in Sports (Included in AIC)
- iv. One sport-specific course of your choice (included in AIC)
- v. Creating a Safe and Respectful Environment
- vi. Strength and Conditioning
- vii. Teaching and Modeling Behavior
- viii. Engaging Effectively with Parents
- ix. Sports Nutrition
- x. Heat Illness Prevention

***Internship: 30 hour minimum. Includes; Internship Evaluation Form completed (Kept at local level) and Coaching Internship Attestation (Sent to SED).

Note: If using Option II -NFHS certification for additional specific sport certificates, the evaluator must submit directly to the Office of Teaching Initiatives, the Coaching Internship Attestation form for the sport and the NFHS Sport Specific course completed.

**INSTRUCTIONS—ONLINE COACHING APPLICATION
TEMPORARY COACHING LICENSE
PROFESSIONAL COACHING CERTIFICATE**

As of July 1, 2009, all temporary coaching license and professional coaching certificates must be processed online. Please refer to the instructions that follow to guide you through the application process.

Navigate to: <http://www.highered.nysed.gov/tcert/teach/login.htm>

1. Create an account

You must have an account to apply for a coaching license online. Click on the link to **SELF-REGISTER** and create an account so you can access the system.

Logging into TEACH Online Services System

What is the TEACH system? go to [List of TEACH Services](#)

STEP 1: Create a Login Account

You must **Self-Register** to create a login account to access TEACH Online services system.

A series of informational pages will follow. Navigate through them by clicking the **CONTINUE** arrow at the bottom right corner of



your screen. Once you have read through all the informational pages, you will see a button to **SELF-REGISTER NOW** at the bottom right corner of your screen. Click this to continue.

The application to create an account will now open. Click in each box to enter your personal information (name, address, phone/fax numbers and date of birth).

You will also be required to choose a **USER ID** and **PASSWORD**.

IMPORTANT: Write down your **USER ID** and **PASSWORD** and keep it stored in a safe place. The retrieval process can take up to 72 hours and can only be done through employees at the State office.

Once you have entered all the information, click the **CREATE ACCOUNT** button at the bottom of the screen.

You will see a summary of the information you provided. Click **EDIT** to change or **CONTINUE** if all is correct.

You will receive an e-mail confirming your account once it has been created.

If there are any errors, the system will display an error message indicating what must be added or changed. If your application for an account was complete, you will see the following message:

Welcome to NYS Directory Services! You have now created an account in the Enterprise Directory.

[Click here](#) to continue the login process for TEACH Online Services.



Please Login

Username:

Password:

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Click the link to be directed to the login screen, where you can log in with the username and password you created and begin your application.

The system will ask you for your social security number and allow you to update your personal information. Click **SUBMIT**.

2. Start the application

From the TEACH home page,

<https://eservices.nysed.gov/teach/teachext/teach.jsp>,
log in and click on **APPLY FOR CERTIFICATE**.

► **Online Application**

- Apply for Certificate
- Apply for a Duplicate Certificate
- Apply for a Time Extension

Press **NEXT** at the bottom right corner to navigate through the informational pages before the application.

Step 1 – Verify/Update profile:

You will have an opportunity to update your profile to include employment and education information. Note: the system requires that you enter your education history and will not proceed until you do. Press **NEXT** at the bottom right corner when you are finished.

Step 2 – Select Certificate(s):

Your information will be listed across the top of the page. As shown at left, fill out the application by selecting choices from the drop-down menus.

Choose the following options from the respective drop-down menus:

- Select your Area of Interest:** Other School Service
- Select your Subject Area:** Coaching
- Select the Grade Level:** Adolescent – Grades 7-12
- Select the Title:** choose your sport

Choose the type of certificate you are applying for.

You will have four options to choose from on the drop-down menu.

Choose...	if...
Temporary Coaching License:	you are applying for the first time.
Temporary Coaching License Renewal:	you have previously applied for a temporary coaching license and have one-three applications on file.
Professional Coaching License:	you have four TCLs on file and have completed all required

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	courses.
Professional Coaching License Renewal:	you have at least one PCC on file and proof of three years' worth of satisfactory evaluations.

If you are unsure of what type of license to apply for, please call the office and we will review our files.

Click the **ADD** button at the right side of the page. The application will now be listed in the "certificates in this application" section. Click **NEXT** to continue.

The following page will show a list of requirements which must be met in order for the license to be issued (see example at right).

You may click the blue link for a detailed description of each requirement. Click in the white circle to select the group of requirements and press **NEXT** to proceed.

Pathway: Individual Evaluation

- [Valid First Aid](#)
- [Valid CPR Certification](#)
- [Workshop - Child Abuse Identification](#)
- [Workshop - School Violence Intervention and Prevention](#)
- [Fingerprint Clearance](#)
- [School District Recommendation](#)

You will then be directed to the main application page. Click in the white circle to select your application and then click **NEXT**.

The next page will ask you how you would like your application to be evaluated. Choose the option for BOCES to review your application by clicking in the white circle next to the choice and then clicking **NEXT**.

The page will refresh with options to help you choose the correct office. Choose your school district or county (Nassau) from one of the drop-down menus. Click in the white circle next to Nassau BOCES and click **NEXT** to proceed.

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application can be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices. Local BOCES Regional Certification Offices may be more convenient for you to contact and be able to provide you with more personalized service. Please select an option.

- I want my application to be reviewed by the State Education Department
- I want my application to be reviewed by the BOCES Regional Certification Office

Name of BOCES Institution	Address	Phone
<input type="radio"/> WESTERN SUFFOLK BOCES	507 DEER PARK RD, DIX HILLS, NY 11746	631-549-4900
<input type="radio"/> NASSAU BOCES	71 CLINTON RD, GARDEN CITY, NY 11530	516-396-2200
<input type="radio"/> EASTERN SUFFOLK BOCES	201 SUNRISE HWY, PATCHOGUE, NY 11772	631-687-3006

Previous Cancel Next

Previous Cancel Next

Step 3 – Sign Affidavit:

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Choose the appropriate items under the Child Support Statement and Moral Character Determination by clicking the white circles for "yes" and/or "no." Please note: any "yes" responses under the Moral Character Determination section **MUST** be explained in the text box under Section H.

Click **SIGN AFFIDAVIT** at the bottom right corner of the screen to proceed.



Step 4 – Confirm and Sign Application

This is the final opportunity to review the information you have entered and/or make changes. If you are certain that your information is correct, click **SIGN APPLICATION**.



Step 5 – Make Payment

Choose to either pay online with a credit card or mail in a cashier's check/money order by clicking on the appropriate link.

If paying by credit card, a page will open up for you to enter your card's information. If you choose to pay by mailing in a cashier's check or money order, the screen will display a payment coupon which must be

You may choose to pay for your application(s) with a credit card, or you may mail payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon. Please make a selection to continue.

[Pay Online with a Credit Card](#)

[Mail in a Cashier's Check or U.S. Postal Money Order](#)



PRINTED and submitted with your payment, which will be sent directly to the State Education Department.

Next steps

Once payment has been processed, your application will be held in the system until all necessary paperwork (copies of valid CPR, First Aid and coaching courses) are submitted **IN PAPER FORMAT** to the Section VIII office. Please use the attached cover sheet when sending in your documents, making sure that all fields have been completed. For reference, the cover sheet - along with a downloadable .pdf of these instructions - can be printed from the coaching section of our web site.

Your certificate

Certificates will be issued directly from the State Education Department, and you will be able to check the status of your application by logging into your account on the TEACH web site.