

## How to Apply for Coaching License on TEACH

**STEP 1:** Log In to your NY.gov TEACH account

- [www.highered.nysed.gov/tcert/teach/home.html](http://www.highered.nysed.gov/tcert/teach/home.html)
- Go to TEACH Online Services
- Scroll to "Online Applications" and click on "Apply for Certificate."

**STEP 2:** Verify / Update Profile

- Confirm your legal name including spelling, prefixes, and suffixes.
- Update your mailing address, email, and phone number(s).
- Confirm your U.S. Citizenship status (Y/N).
- Enter your education information.
- Enter your coaching experience, if any, including sport and dates

**Step 3:** Add the coaching license you wish to gain to the application

- Select an Area of Interest----**Coaching**
- Select a Subject Area----**Coaching**
- Select a Grade Level----**Adolescent – Grades 7-12**
  
- Select a Title ----**Sport**
- Select a Type of Certificate **Temporary Coaching License** (*everyone starts here*)

Temporary Coaching License 1st Renewal

Temporary Coaching License 2nd – 4th Renewal

Professional Coaching License; Prof Renewal

**CLICK "Add"**

**Step 4:** Continue with the Application

**\*CLICK ON YOUR SCHOOL DISTRICT**

**\*IMPORTANT: CHOOSE \* ERIE 1 BOCES \* AS PROCESSOR**

(If you have questions, e-mail: [e1cert@e1b.org](mailto:e1cert@e1b.org))