

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.) through TEACH Online Services.

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:

- Valid First Aid

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

- 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) The 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
- Fingerprint Clearance

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

- 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.

2) TEACH Application Process: all applications must be done online.

- A) Go to <http://www.highered.nysed.gov/tcert/teach/>
- If you are new to **TEACH** Click Self-Registration to create a TEACH Account. **Be sure to record your user name and password, or you will not be able to access TEACH in the future.**
 - If you **already have a TEACH Account**, click Login to TEACH to access your information and services
- B) Apply for Certificate
- Click on the link: **Apply for a Certificate**
 - If you have not attended college, you will need to click on the next button two times on the Education/Experience screen
 - Select your certificate as follows:
 - Select your Area of Interest : **Other School Service** COACHING
 - Select your Subject Area : **Coaching**
 - Select the Grade Level : **Adolescent – Grades 7-12**
 - Select the title: **Select the sport you will be coaching**
 - Select the Type of Certificate: **Select from the dropdown the type**
- Be sure to select the Pathway: **Individual Evaluation**
- If you need to apply for more than one sport, select additional certificates.
 - Your application must be reviewed by a BOCES. Select:
 - I want my application to be reviewed by the BOCES Regional Certification Office. **Choose Erie 1 BOCES**. If you do not find the

BOCES by selecting the School District option, choose by selecting County

- C) If you have applied for a **temporary** license, please submit all required documentation/forms (no paper application) **to your athletic director. Your athletic director will forward your documentation along with a cover sheet to Erie 1 BOCES for processing.** If you have applied for a **professional license, or a professional license renewal**, please submit all documentation directly to Erie 1 BOCES for processing.
- D) For the Temporary license or Temporary license renewal, you must have a commitment from a School District for employment. The School District will enter a Superintendent Statement into TEACH. Your application will not be complete without receipt of this electronic statement.
- E) You and your school district will be able to check your TEACH account to determine the status of your application.

~~~~~

## **Coaching Certification Process – Certified Teacher Coaches\***

**\*Please note that teacher coaches are not handled through the Erie 1 BOCES Certification Office/Janice Kilijanski. Please contact Phil Coyle's office at Erie 1 BOCES (821-7530) for assistance with 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 Education<sup>3</sup> 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.
- 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.
- F) Maintaining Records: It is the duty of the Chief School Officer to ensure that all coaches are correctly certified to coach. This duty is usually delegated to the Director of Physical Education/Athletics to maintain records and ensure all coaches have valid certifications and course work completion.

---

<sup>3</sup> Coaches of non-contact, non-strenuous sports only need this one course (bowling, golf, table tennis, badminton, rifle, archery, shuffleboard).