

SECTION IX ATHLETICS

Application Process for Temporary and Professional Coaching License

To Begin:

1. Access the NY State TEACH website at <http://www.highered.nysed.gov/tcert/teach/>
2. There will be a purple box on the right side of the page (your right) – click on the link listed below:

Applicants or Certificate Holders New to TEACH
Click **Self-Registration** to create a TEACH Account.
3. You should now be at a page that has the following information: TEACH Self Registration
Click on the arrow to your bottom right that says “Continue”
4. On the next page, scroll down to the bottom right again and **click on the “Continue” arrow.**
5. The current page will have a “Stop Sign” - if this information doesn’t apply to you **click on the next “Continue” arrow.**
6. You will come to another page with a “Stop Sign” click on the arrow to your right that says **“Self-Register Now”**.
7. This will bring you to a secure site for you to enter your personal information.
8. The next page, review your personal information and **click “Continue.”**
9. After the information you entered and your selected password are accepted, you will then click on the **“Click here”** link.
10. The next page will ask you to LOGIN.
11. You will then be asked to enter your social security number.
12. Now you should be at the “Teach” Home Page. On the left of the page **click “Apply for Certificate.”**
13. Next page **click “Next”**
14. Next page - Step 1: You must enter your Educational Information. After clicking update educational information, **NON-TEACHERS SHOULD CLICK THE CIRCLE “ALL OTHER PROGRAMS AND COURSEWORK”** and then enter your educational information.
15. The next page should have your educational information at the bottom of the page and **click “Done”**
16. Next page verify information and **click “Next”**
17. Select Certificate Title page: (use the scroll down bars to select the following information.)
 - a. Select your Area of Interest – **Other School Services**
 - b. Select your Subject Area – **Coaching**
 - c. Select the Grade Level – **Adolescent – Grades 7-12**
 - d. Select your Title (**Sport Specific**) – Select the sport you will be coaching, then add. If you are applying for more than one specific license, this is where you will enter each sport separately.

- e. Select the Type of Certificate– Select from the dropdown list, i.e. 1st Temporary, 1st Temporary Renewal, 2nd Temporary Renewal, etc.
NOW CLICK “ADD”
18. Next page explains what is needed to obtain the license. **Click the circle** by the “Pathway: Individual Evaluation” and then **click “Next.”**
19. Verify information and at the bottom of the page **click “Next”**
20. Your application must be reviewed by a BOCES. Select:
 - a. I want my application to be reviewed by the BOCES Regional Certification Office. Choose your local BOCES. If you do not find the BOCES by selecting the School District option, choose by selecting County.
21. The next page, fill out the Sign Affidavit information. Click “Sign Affidavit”
22. Make Payment page – If paying by credit card click “Pay online with credit card” and follow the prompts.
23. Print the confirmation page for your records.
24. Mail official transcripts and other required documentation/forms (no paper application) to the BOCES you choose.
25. 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.
26. Check your TEACH account to determine the status of your application.