

# 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

- **1<sup>st</sup> 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 Education<sup>1</sup> (must be enrolled in or completed before the 1<sup>st</sup> application for a Temporary renewal)
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance
- School District Recommendation

- **2nd Temporary Renewal – 4<sup>th</sup> Temporary Renewal:**

Requirements:

- Valid First Aid
- Valid CPR Certification

---

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

- Coursework
  - Philosophy, Principals and Organization of Athletics in Education<sup>2</sup> (must be enrolled in or completed before the 3<sup>rd</sup> application for a Temporary renewal)
  - Health Sciences Applied to Coaching completed by 5<sup>th</sup> TCL
  - Theory & Techniques of Coaching (sport specific) completed by 5<sup>th</sup> 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.

- **1<sup>st</sup> 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 Education<sup>2</sup>
  - 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 Education<sup>2</sup>
  - 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
- Must provide an evaluation prepared by the building Principal or Director of Physical Education/Athletics for each year coached under a PCL.

---

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

- 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.
  - 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
    - 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 your local BOCES. If you do not find the BOCES by selecting the School District option, choose by selecting County

- C) Mail official transcripts and other required documentation/forms (no paper application) to the BOCES you chose.
- 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) Check your TEACH account to determine the status of your application.

~~~~~

## **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 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.

---

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

- 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.