

# 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.

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.

Please Login

Username:

Password:

Login

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**.



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.

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

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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).

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

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.

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 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:

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

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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.