

Guidelines for Coaches

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Background

- ▶ **Certified Physical Education Teacher**
- ▶ **Other Certified Teachers**
- ▶ **Non-Teacher Coaches**

Certified Physical Education Teacher

- May coach any sport in any school
- Must meet First Aid/CPR requirement
 - Verification kept on file in District
- Do not need to apply for Coaching License

Other Certified Teachers

- Must meet First Aid/CPR requirement
 - Verification kept on file in District
- Complete Coaching Courses
 - Course I- Within 2 Years of Initial Appointment
 - Course II & III- Within 5 years of Initial Appointment
 - Verification kept on file in District
- **Do not need to apply for Coaching License**

Non-Teacher Coaches

- Do not hold a valid NYS Teaching/PPS Certification
 - May be appointed as a Temporary Coach when no certified teachers are available with experience
 - Must obtain a Temporary Coaching License *prior to* the start of the season (*whether paid or volunteer*)

Levels of Coaching License

- ▶ Temporary License
- ▶ Temporary 1st Renewal
- ▶ Temporary 2nd Renewal
- ▶ Temporary 3rd Renewal
- ▶ Temporary 4th Renewal
- ▶ Professional
- ▶ Professional Renewal

Requirements of Coaching Licenses

Temporary License

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ Fingerprint Clearance
- ▶ Child Abuse
- ▶ School Violence
- ▶ DASA (Dignity for All Students)
- ▶ School District Recommendation

Requirements of Coaching Licenses

Temporary 1st Renewal

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ DASA (if not completed)
- ▶ School District Recommendation

Requirements of Coaching Licenses

Temporary 2nd Renewal

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ DASA (if not completed)
- ▶ Course I: Philosophy, Principles, and Organizations of Athletics
OR
NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- ▶ School District Recommendation

Requirements of Coaching Licenses

Temporary 3rd Renewal

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ DASA (if not completed)
- ▶ Course II: Health Sciences Applied to Coaching
- OR
- ▶ NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- ▶ School District Recommendation

Requirements of Coaching Licenses

Temporary 4th Renewal

- ▶ Valid First Aid
 - ▶ Valid CPR
 - ▶ DASA (if not completed)
 - ▶ Course III: Theory and Techniques of Coaching specific to the sport being coached
- OR
- ▶ NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
 - ▶ School District Recommendation

Requirements of Coaching Licenses

Professional

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ DASA (if not completed)
- ▶ All 3 Coaching Courses:
 - ▶ Course I: Philosophy, Principles, and Organization of Athletics
 - ▶ Course II: Health Sciences Applied to Coaching
 - ▶ Course III: Theory and Techniques of Coaching (specific to the sport being coached)

OR

- ▶ in lieu of Course I, II, III: NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1), NFHS Certified Interscholastic Coach Certificate (CIC-Level 2) & Internship
- ▶ 3 years of satisfactory coaching evaluations submitted to verify experience

Requirements of Coaching Licenses

Professional Renewal

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ DASA (if not completed)
- ▶ 3 years of effective evaluations from school district

Completing the Requirements

First Aid and CPR

- Titles must be *exact match* to course on SED approved list
<http://www.p12.nysed.gov/ciai/pe/documents/accepted-courses.doc>
- Please ensure social security number is written on the top of the document

Completing the Requirements

Child Abuse Recognition and Reporting , School Violence Prevention & DASA

- ▶ All workshops required for anyone seeking certification through the NYS Education Department
- ▶ Child Abuse and SAVE can be completed on-line in 2 hours each at www.childabuseworkshop.com
- ▶ Child Abuse is \$39.95, SAVE is \$50- complete both for \$74.95
- ▶ DASA training is a new requirement. Cost will vary by provider. See <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html> for a list of approved providers.
- ▶ Will receive Certificate of Completion that will be signed and submitted to NYSED
- ▶ Once workshops are entered in TEACH they remain valid for life

Completing the Requirements

School District Recommendation

- ▶ Superintendent of schools shall submit a statement to the NYSED via TEACH
- ▶ Statement must **match license application title**
- ▶ Statement must have **current hire date**
- ▶ Work with Athletic Director to ensure statement is entered

Completing the Requirements

Coaching Courses

Work with School District Athletic Director to take coursework

- ▶ **Course One-** Philosophy, Principles and Organization of Athletics
- ▶ **Course Two-** Health Sciences Applied to Coaching
- ▶ **Course Three-** Theory and Techniques of Coaching

- ▶ All three courses are now also available online from SUNY Cortland.

- ▶ For more information contact Debra Whitney in the Center for Education Exchange, SUNY Cortland at whitneyd@cortland.edu Or (607) 753-4214.

Completing the Requirements

NFHS Pathway

Work with School District Athletic Director to take coursework

▶ NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1) includes:

- ▶ i. Fundamentals of Coaching (NYS Specific): \$35
- ▶ ii. First Aid, Health and Safety For Coaches: \$45
- ▶ iii. Concussion in Sports: Free
- ▶ iv. One Sport Specific course of your choice.

Range \$35-\$75.

- ▶ All courses can be found at

<http://www.nfhslearn.org>

- ▶ **NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1) includes:**
 - ▶ i. Fundamentals of Coaching (NYS Specific) (Included in AIC)
 - ▶ ii. First Aid, Health and Safety For Coaches (included in AIC)
 - ▶ iii. Concussion in Sports (Included in AIC)
 - ▶ iv. One sport-specific course of your choice (included in AIC)
 - ▶ v. Creating a Safe and Respectful Environment: Free
 - ▶ vi. Strength and Conditioning: \$50
 - ▶ vii. Teaching and Modeling Behavior: \$20
 - ▶ viii. Engaging Effectively with Parents: Free
 - ▶ ix. Sportsmanship: Free
 - ▶ x. Sports Nutrition: Free
 - ▶ xi. Heat Illness Prevention: Free

- ▶ **Internship: 30 hour minimum.** Includes; Internship Evaluation Form completed (Kept at local level) and Coaching Internship Attestation (Sent to SED).

Completing the Requirements

Fingerprint Clearance

- ▶ Apply Online for Fingerprint Clearance & Appointment at www.IdentoGo.com
- ▶ Make Payment through account-\$ 102 fee. Use ORI Number- TEACH
- ▶ Schedule Appointment at nearest location
- ▶ In some cases hiring school district will pay for associated fees. Process is slightly different
- ▶ Once Fingerprints are cleared through the FBI and DCJS- clearance will be listed in TEACH
- ▶ Clearance remains valid

Important Notes

- ▶ Temporary License valid for 1 year
- ▶ Professional License valid for 3 years
- ▶ Can skip Temporary 3rd & 4th Renewal when requirements of Professional can be met
- ▶ Licenses are no longer printed
- ▶ Grandfather Clause: A certified classroom teacher appointed to coach in that same district on or before September 1, 1974 and has not broken service, may continue to coach any sport upon retirement, with valid CPR and First Aid.

Important Notes

- ▶ Non-Strenuous/Non-Contact Sport- (Bowling, Golf, Archery, Rifle, Shuffleboard, Table Tennis)
 - ▶ Need only Course I for Professional
- ▶ Competitive Cheerleading (includes pyramid building and/or toss; partner stunts; lifts; jumps and tumbling) has been added to coaching.
- ▶ If using Option II -NFHS certification for additional specific sport certificates, the evaluator must submit directly to the Office of Teaching Initiatives, the Coaching Internship Attestation form for the sport and the NFHS Sport Specific course completed.

Application Process

- ▶ All Coaching License applications are completed through the NYS TEACH system
- ▶ www.highered.nysed.gov/tcert
- ▶ Applications can be assigned to either the NYSED office or to a BOCES Regional Certification Officer
- ▶ Applications processed by BOCES RCO are generally expedited in a more timely fashion.

Application Process



Office of Teaching Initiatives

Teaching in NY | Educator Resources | Certification | Fingerprinting | TEACH System | Public Resources | Index A-Z

Learn how to become certified in NYS!

Fingerprint Process from Start to Finish

Types of Certificates and Licenses

Distance Learning

Educator Lookup

Frequently Asked Questions

OTI Index A-Z

News

Our Address:

Certification
Office of Teaching Initiatives
NYS Education Department
89 Washington Ave, 5N EB
Albany, New York 12234

Fingerprinting
Office of School Personnel
Review and Accountability
NYS Education Department
981 Education Building Annex
Albany, NY 12234

SUBMIT FEEDBACK

NYSED / Higher Ed / OTI /

Welcome to the Office of Teaching Initiatives Web site

News

- 2013 -2014 NYS Albert Shanker Grant Program Application now Available
- 07/24/2013: [Available 2013-2018 MTIP Competition Questions and Answers](#)
- 07/05/2013: [Implementation has been postponed to January 1, 2014. Section 52.21 and Part 80 of the Regulations of the Commissioner of Education have been amended and a New Subpart 57-4 has been added to the Regulations of the Commissioner of Education to implement the Coursework or Training in Harassment, Bullying and Discrimination Prevention and Intervention required under the Dignity for All Students Act \(DASA\)](#)

[Certification Requirements](#) | [Self-Register with TEACH](#) | [Login to TEACH](#) | [Application Status](#)

Becoming Certified

- [Which Pathway is Right for Me?](#)
- [How to Apply](#)
- [Becoming Certified - What's My Next Step?](#)
- [Applicants from Other States](#)
- [Testing](#)
- [Verification of Experience form](#)
- [OSPRA103 Authorization to Forward Criminal History to NYCBOE](#) (56 KB)
- [OSPRA104 Authorization to Forward Criminal History to NYSED](#) (56 KB)

Already Certified

- [Professional Certificate - Master's Degree Requirement](#)
- [Permanent Certificate](#)
- [Professional Development for Certificate Holders](#)
- [Duplicate Certificates](#)
- [Time Extension of a Provisional, Initial, or Transitional Certificate](#)
- [Name Change](#)
- [Effective Date](#)

www.highered.nysed.gov/tcert

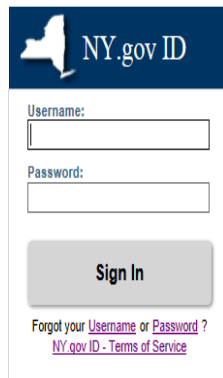
Website will bring you to this page

Self-Register with TEACH first if you have not set up a TEACH account

Then click Login to TEACH

Any TEACH issues- contact TEACH Help Desk 486-6041

Please login after reading the Acceptable Use Policy below



NY.gov ID

Username:

Password:

Sign In

Forgot your [Username](#) or [Password](#) ?
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse.
9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy or other policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and/or other State sites.

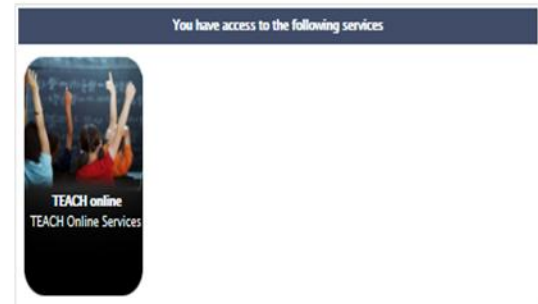
NY.gov ID

- Change Password ▶
- Update My Account ▶
- About NY.gov ID ▶
- Privacy Policy ▶
- Terms of Service ▶

You are logged in as - hjones716 ; Last login - Mon Aug 19 13:48

[Log out](#)

You have access to the following services



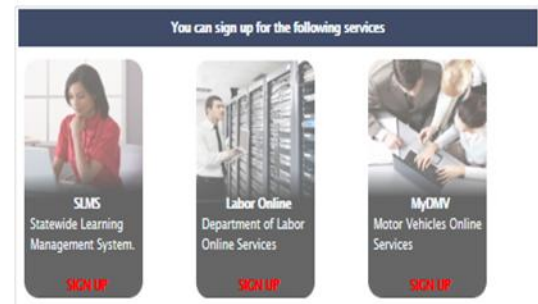
TEACH online
TEACH Online Services

Help Desk Information

518-474-7494

[List of Agency and Online Services Help Desk Information](#)

You can sign up for the following services

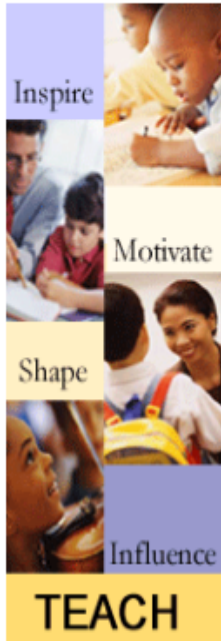


SAMS
Statewide Learning Management System
[SIGN UP](#)

Labor Online
Department of Labor Online Services
[SIGN UP](#)

MyDMV
Motor Vehicles Online Services
[SIGN UP](#)

- Enter Username & Password to Sign In
- On the following Screen click TEACH Online Services



TEACH Home

▶ Profile Links

[Update/Add Education, Employment and Personal Information](#)

▶ Fingerprinting Links

[Submit Application for Fingerprint Clearance](#)

▶ Inquiry Links

[Account Information](#)

▶ Online Application

[Apply for Certificate](#)

[I would like a printed certificate](#)

[Apply for a Time Extension](#)

▶ Professional Development

[Maintain Your Professional Development Record](#)

▶ Payment Links

[Pay for Certificate or Fingerprinting Applications](#)

▶ Retiree Links

[Apply for a Retirement Waiver](#)

TEACH Home Page

- Check on personal information or status of applications by going to Account Information
- Choose Apply for Certificate to begin application
- Can submit a payment here if began an application and needed to come back for payment

Apply for Certificate

Apply for New York State certification as a classroom teacher, teaching assistant, athletic coach, school administrator/supervisor, and/or pupil personnel service provider.

1. Applications are valid for 3 years from the application date or for 2 evaluations, which ever occurs first, unless you are applying under the individual evaluation pathway.
2. If you are applying under the individual evaluation pathway for your first certificate, you must meet all requirements by April 30, 2014.

The steps to complete the application process are:

1. Verify / Update Profile
2. Select Certificate(s)
3. Sign Affidavit
4. Confirm and Sign Application
5. Make Payment

You may choose to pay for applications with a credit card or you mail your payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so you can print the mail-in payment coupon.

Cancel

Next

Read through information &
then select Next

Step 1 - Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Personal Information

Name : HILLARY E BREWER

SSN :

Edit Personal Info.

Education Information

Edit Education Info.

Enter/Edit Education Information

Enter information about your academic history. The information you provide is subject to verification.

Enter New Education Information:

Approved New York Teacher Certification Programs: Select this radio button if you completed a program at a New York State institution of higher education that leads to a recommendation for a teaching certificate. Contact the certification office at your college/university for a Student Application Information Sheet containing the necessary information regarding award title (degree awarded), program code and title, and major field of study to complete this portion of the application.

All Other Programs and Coursework - Including High School

*Country :

*State/Province:

(If non US/Canada) :

*Institution : If High School Leave Blank

(If your College or University was not in the drop down above, enter the name here or enter your High School Name) :

*Degree :

*Major : (For High School, choose Other)

If other, Enter the Major : (For High School, enter High School)

Date Degree Received : (mm/dd/yyyy)

*Attended From : (mm/dd/yyyy) *If you do not know the exact dates of attendance, please enter the first day of the month.*

*Attended To : (mm/dd/yyyy) *If you do not know the exact dates of attendance, please enter the first day of the month.*

Number of Credits :

Click Add to add this education information to your profile.

Add

Employment Information

School Name	School Location	Public School?	Summary of Experience	From	To	FT/PT
Ticonderoga High School	Ticonderoga, NY	Yes	High School Grades 9-12 Guidance Counselor	09/01/2004	12/30/2011	Full Time

Edit Employment Info.

Previous

Cancel

Next

- Once you have updated your Personal Information if necessary
 - Entered or updated education information
 - Entered or updated employment information
 - Then click Next
 - You will almost always get the message below

Please review and correct the following errors on this page:

- We currently have your education information on file, however this information has not been updated recently. Update any information that is out of date.

Step 1 - Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

- Hit Next until you are allowed to the following screen

Step 1 - Verify / Update Profile

Step 2 - Select Certificate(s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

Step 5 - Make Payment

Step 2 - Select Certificate(s)

Personal Information

Name : Mrs. Hillary E. Brewer SSN :
Date of Birth : 07/16/1979 Teacher Id :
Gender : Female

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc.). Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. As determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions, you will be taken to the TEACH home page.

You are only able to apply for one certificate at a time. If you are applying for your first Initial certificate, you must first apply for the certificate that you complete the process. You do not have to pay separately. You may submit your applications and return to the TEACH home page. Select "Payment Links" to pay for all of your applications.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest : Other School Service
Select your Subject Area : Coaching
Select the Grade Level : Adolescent - Grades 7-12
Select the Title : Coaching Field Hockey 7-12

Select your Certificate Type

Select the Type of Certificate :
Please make your selections and then click the "Add" button

- Select
- Professional Coaching License
- Professional Coaching License Renewal
- Temporary Coaching License
- Temporary Coaching License 1st Renewal
- Temporary Coaching License 2nd - 4th Renewal

Certificates in this Application

Area of Interest	Title

Certificates and Applications on File

Certificate	Date Applied	Date Issued
Administration and Pupil Personnel Services , Permanent Certificate , School Counselor	01/14/2009	04/08/2009

- Select certificate areas as above
- Choose the Level that is appropriate for you
- Then Click Add

Based on your self-reported education and the answers to the previous questions, TEACH has determined that the evaluation pathway(s) listed below are available to you to obtain your **Other School Service , Temporary Coaching License , Coaching Field Hockey 7-12 certificate**.

Please take a moment to read detailed descriptions for each pathway before you make your choice.

For more information, go to

Which Pathway is Right for me?

<http://www.highered.nysed.gov/tcert/certificate/rightpathway.html>

Please note, below you will find a list of requirements for each available pathway. You may have already met some of these requirements. This will be determined at the time of your evaluation

Please select the pathway you wish from those available below.

Pathway: Individual Evaluation

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

Previous

Cancel

Next

- Select the circle for Individual Evaluation Pathway
- Then Select Next

After adding certificate-system will take you back to add another certificate

Click Next at the bottom of the page

Then system will ask you to assign to SED or BOCES RCO

Choose BOCES RCO

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc) through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

After you are directed back to this page you may repeat the process to select and apply for additional certificates.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest :

Select your Subject Area :

Select the Grade Level :

Select the Title :

Select your Certificate Type

Select the Type of Certificate :

Certificates in this Application

	Area of Interest	Title	Certificate Type	Pathway
<input type="radio"/>	Other School Service	Teaching Assistant	Level I	Pathway: Individual Evaluation

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application may be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices.

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

Please note:

- Some school districts are not affiliated with BOCES Regional Certification Offices. In this case, your application must be evaluated by the State Education Department.
- Some counties are served by more than one BOCES. Your home address determines which BOCES will evaluate your application. If more than one BOCES is listed for the county you selected, contact the BOCES to find the appropriate office for your application.
OR
If you are seeking employment with a school district that is affiliated with a BOCES, you may choose to have that BOCES evaluate your application. In this case, choose the school district for which you are seeking employment.
- BOCES Regional Certification Offices reserve the right to forward any application to the New York State Education Department for evaluation.

Select a school district or county from the drop down lists, then select from the available BOCES Certification Offices.

School District :

- or -

County :

Select an Institution from the list.

	Name of BOCES Institution	Address	Phone
<input type="radio"/>	WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX BOCES	1153 BURGUYNE AVE STE 2, FORT EDWARD, NY 12828	518-746-3310

Finish Certification Application

- ▶ Sign Affidavit
- ▶ Confirm and Sign Application
- ▶ Make Payment -\$50
- ▶ Send all Documentation, with your SS# written on it to:
Lisa Palmer
Assistant Director of Human Resource Services
1153 Burgoyne Ave. Suite 2
Fort Edward, NY 12828