

Contact: CA BOCES
Certification Office
Monday-Friday
7:30 a.m.-3:30 p.m.
(716) 376-8374

CA BOCES Regional
Certification Office
1825 Windfall Rd.
Olean, NY 14760

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New York State Coaching License for
Non-Certified Teachers and Volunteers

COACHING APPLICATION INSTRUCTIONS

All non-certified teacher coaches need to apply for a coaching license

Applications are submitted electronically through “**TEACH Online Services**,” at the Office of Teaching Initiatives website as follows:

www.highered.nysed.gov/tcert

HOW TO APPLY

1. Click on “**TEACH Online Services**.” If you do not have a my.ny.gov TEACH Online Services account, you must create one. If you have previously created a TEACH account, click “**Login to TEACH**.” If you have forgotten your username and/or password click on the link to regain your access or you may email the NYSED TEACH Help directly at: teachhelp@nysed.gov.
2. Once the login is complete, click on “**Apply for Certificate**.”
3. The area of interest is **Coaching**. The subject area is also **Coaching**. The title is the sport that will be coached. Select a Regional Certification Office to review your application. This office is listed as **Cattaraugus-Allegany BOCES**.
4. The last step is payment. There is a **\$50.00** charge per application, per sport.

SUPPORTING DOCUMENTATION

Please submit your
supporting documentation to:

Office of Teaching Initiatives
tcert@nysed.gov
Subject Line: Attn: Coaching

NOTE: All documents submitted must contain: Your Name as it appears on your TEACH account, your Date of Birth and the last 4 digits of your Social Security Number!

1. Copies of valid First Aid and CPR cards (refer to NYSED approved listings) *This documentation does not need to be sent to OTI. It will remain with your school district and they will verify completion through the Superintendent Statement.*
2. Certificate of completion for coaching coursework:
 - a. Philosophy, Principles & Organization of Athletics
 - b. Health and Sciences Applied to Coaching
 - c. Theory & Techniques of Coaching-**Sport Specific**
 - d. NOTE: if posted on a transcript request a course equivalency letter
3. NFHS Accredited Interscholastic Coach Certificate www.nfhslearn.com
 - a. NFHS Coach Level 2 Certificate
 - b. NFHS Coach Level 3 Certificate
 - c. Verification of **Sport Specific** Internship
4. NYSED Coaching Evaluation Form
5. Verification of completion of workshops:
 - a. Child Abuse workshop
 - b. School Violence Prevention workshop
 - c. DASA workshop

***For a complete approved provider listing of all required workshops, click on the Topics A-Z found at the top of your TEACH Online Services account. Select the letter “W,” for workshops.**

FINGERPRINTING

Contact MorphoTrust at: www.identogo.com -OR- call: **(877) 472-6915**.

The cost is: **\$102.50**

Service Code: **14ZGQT**

Disclaimer: This pamphlet is intended to serve as a guide to assist in the certification process according to the Regulations of the New York State Commissioner of Education and is not intended to provide a final, definitive interpretation of those regulations, nor a final evaluation of credentials and experience in individual cases.

Coaching Requirements:

1st Temporary Coaching License (TCL): (first coaching license — valid 1 year)

- Valid First Aid and CPR Certificates
 - Review courses are only accepted with proof of taking initial course. Challenge courses are not accepted.
- Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- Fingerprint Clearance
- School District Statement of Recommendation

1st Temporary Renewal: (second coaching license — valid 1 year)

- Valid First Aid and CPR Certificates
- Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- Fingerprint Clearance
- School District Statement of Recommendation

2nd – 4th Temporary Renewal (third - fifth coaching licenses — valid 1 year)

- Valid First Aid and CPR Certificates
- Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- Verification of Pathway* specific coursework:
 - *Individual Evaluation - Philosophy, Principles & Organization of Athletics
 - *NFHS Coach Level 2 Certificate –OR- AIC-Level 1 Certificate
- Fingerprint Clearance
- School District Statement of Recommendation

Professional Coaching License (PCL): (valid 3 years)

- Valid First Aid and CPR Certificates
- Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- Verification of Pathway* specific coursework:
 - *Individual Evaluation - Philosophy, Principles & Organization of Athletics, Health and Sciences Applied to Coaching, and Sport Specific-Theory & Techniques of Coaching
 - *NFHS Coach Level 3 Certificate –OR- CIC-Level 2 Certificate and Verification of Sport Specific Internship
- Verification of 3 years experience as a NYS licensed coach in each sport.
 - Update the “Self-Reported Teaching/School Experience” section of your TEACH account to reflect your licensed coaching experience.
- Fingerprint Clearance

Professional Coaching License Renewal: (valid 3 years)

- Valid First Aid and CPR Certificates
- Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- Verification of Pathway* specific coursework:
 - *Individual Evaluation - Philosophy, Principles & Organization of Athletics, Health and Sciences Applied to Coaching, and Sport Specific-Theory & Techniques of Coaching
 - *NFHS Coach Level 3 Certificate –OR- CIC-Level 2 Certificate and Verification of Sport Specific Internship
- Verification of 3 years experience as a NYS licensed coach in each sport.
 - Submit the NYSED Coaching Evaluation Form. Form must be completed in its entirety by the Athletic Director/Principal and submitted to NYSED via email at tcert@nysed.gov Each year of coaching experience listed must coincide with a valid coach-ing license in the same sport. A separate Coaching Evaluation Form must be submitted for each sport.
- Fingerprint Clearance

As of November 1, 2024, districts wishing to employ coaches must verify, collect, and retain CPR and First Aid credentials of the coaches. An additional attestation has been added to the Temporary, Temporary Renewal, and 2nd-4th Renewal Superintendent Statement to be completed by the district representative. The Office of Teaching will no longer accept CPR or First Aid documentation from the public for these applications.

The Professional Coaching and Professional Coaching License Renewals require evaluations of coaching performance; these evaluations must also be entered by the district into the applicant TEACH account. In the statement the district will attest they have verified, collected, and will retain CPR and First Aid credentials of the coach seeking a Professional Coaching License or the coach is welcome to send the documentation to OTI directly.