

# Application Process for Coaching

- ▶ All Coaching License applications are completed through the NYS TEACH system

**[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)**

- ▶ Applications can be assigned to either the NYSED office or to a BOCES Regional Certification Office
- ▶ Individual should correspond and submit documents to the Assigned Application Office in which they selected (NYSED/BOCES RCO).

**APPLY ONLINE**

# Application Process Continued

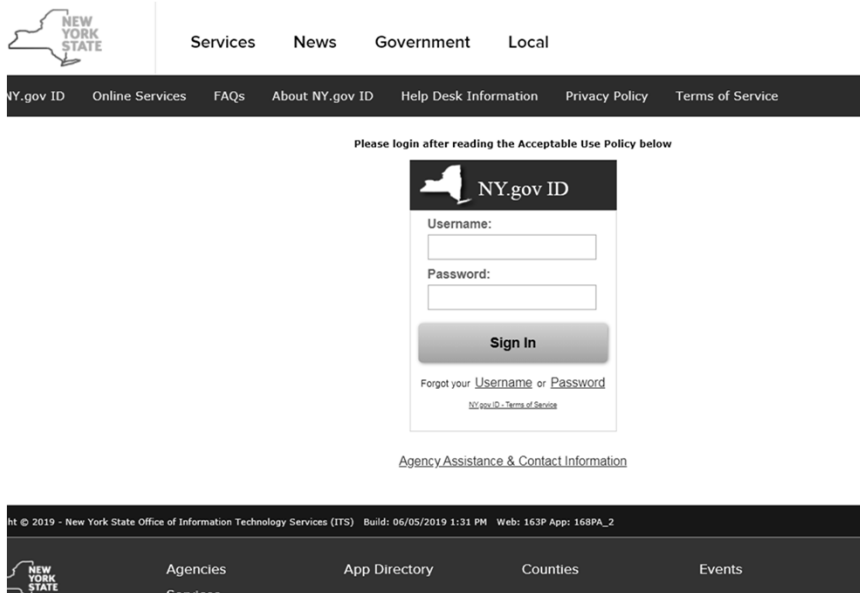
- ▶ Visit: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
- ▶ Click the red TEACH Online Services box.
- ▶ If you do not have a NY.gov TEACH account, you must create one.
- ▶ If you have previously created a TEACH account, click “**Login to TEACH.**”
- ▶ Any TEACH issues- contact TEACH Help Desk (518) 486-6041

The screenshot shows the homepage of the Office of Teaching Initiatives. At the top, there is a navigation bar with links for Educator Resources, Certification, Fingerprinting, TEACH System, Topics A-Z, and Certificate Holder Lookup. A search bar is also present. Below the navigation bar, there is a 'Search Certification Requirements' section with a magnifying glass icon. To the right, a 'Welcome to the Office of Teaching Initiatives Web site' message is displayed, followed by a 'News' section with several articles. Below the news, there is a 'Quick Links' section with various links. On the left side, there is a 'TEACH Online Services' box with a red background and a mouse cursor pointing to it. Below that is a 'CONTACT US' section with social media icons and contact information. The footer indicates the page was last updated on August 26, 2019.

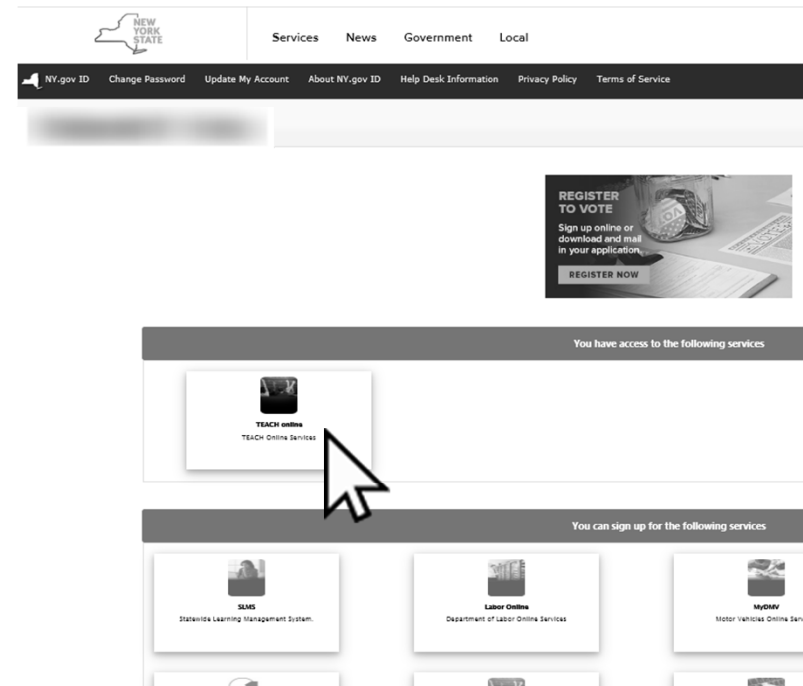
The screenshot shows the TEACH System login page. At the top, there is a navigation bar with links for Educator Resources, Certification, Fingerprinting, TEACH System, Topics A-Z, and Certificate Holder Lookup. Below the navigation bar, there is a 'TEACH System' section with a search bar. The main content area is titled 'TEACH Online Services' and includes a message stating 'TEACH is compatible with Google Chrome and Internet Explorer 11.' Below this, there are three main buttons: 'Log in to TEACH', 'Forgot your Username or Password? Click Here', and 'Create a NY.gov TEACH account'. A mouse cursor is pointing to the 'Log in to TEACH' button. Below the buttons, there are three columns of text providing instructions for creating an account, adding TEACH to an existing account, and accessing TEACH for employers, administrators, and college access. The footer includes a 'TEACH Help Links' section.

# Application Process Continued

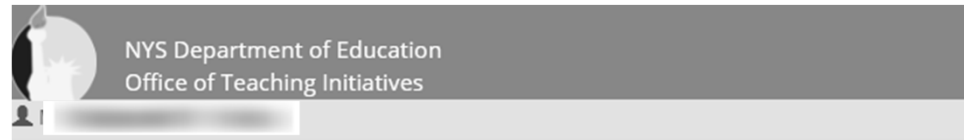
- ▶ Enter Username & Password to Log In



- ▶ On the following Screen click TEACH Online Services



# Application Process Continued



## TEACH Home Page

Select "*Apply for Certificate*" link to begin application

A screenshot of the TEACH Home page navigation menu. The menu is titled "TEACH Home" and is organized into several sections, each with a horizontal line separator. The sections and their contents are: "Profile Links" with a bullet point for "Update/Add Education, Employment and Personal Information"; "Inquiry Links" with bullet points for "Account Information" and "View Registration Status"; "Online Application" with bullet points for "Apply for Certificate", "I would like a printed certificate", and "Apply for a Extension" (with a mouse cursor pointing to this link); "Payment Links" with a bullet point for "Pay for Certificate Application"; and "Retiree Links" with a bullet point for "Apply for a Retirement Waiver".

TEACH Home

Profile Links

- Update/Add Education, Employment and Personal Information

Inquiry Links

- Account Information
- View Registration Status

Online Application

- Apply for Certificate
- I would like a printed certificate
- Apply for a Extension

Payment Links

- Pay for Certificate Application

Retiree Links

- Apply for a Retirement Waiver

# Application Process Continued

## Apply for Certificate

### Important Things to Know:

- An application is not complete until a **payment** has been submitted.
- If regulations change before a payment is made, you will be required to satisfy the requirements in place when payment is made.
- Applications are valid for three years from the application date or two evaluations, whichever occurs first.
- Not all classroom teaching certificates are available via all pathways. If you do not find the pathway you are looking for, the certificate may not be available through that pathway. For example, Early Childhood (Birth - Grade 2), Childhood Education (Grades 1-6), Generalist in Middle Childhood Education (Grades 5-9), English Language Arts 5-9, English Language Arts 7-12 and Literacy are not available as first certificates using the individual evaluation pathway.
- All documents sent to the Office of Teaching Initiatives by you or on your behalf must include identifying information (your name as it is in TEACH, the last four digits of your social security number and your date of birth).
- You will need access to a printer; this page is only available during the application submission.

### Sections in this Application

- Verify/ Update Profile

#### What you need to complete the Profile section:

- Confirm your name including spelling, prefixes, and suffixes. Your name in TEACH must match the name on your identification that you use to take your certification exams and get fingerprinted.
- Update your mailing address, email, and phone number(s). Your email address is required so the Office of Teaching can correspond with you.
- Confirm your U.S. Citizenship status (Y/N)
- Enter in your education information. You must report all colleges/institutions that you attended after high school. It may be helpful to have your college transcripts available for reference.
- For New York State College Teacher Education Program completers only, you need your college program code for the certificate you are applying for from your institution.

- Select Certificate(Do not know what to apply for ? Search Certificate Requirement)

#### What you need to complete the Select Certificate section:

- The certificate area, subject area, grade level, title, type of certificate (Initial, Level I), and pathway.
- For New York State College Teacher Program completers only, you need your college program code for the certificate you are applying for from your institution.

- Sign Affidavit
- Sign Application
- Application Transaction Summary
- Payment

#### What you need to complete the Payment section:

- A Credit Card, we only accept VISA or MASTERCARD.
- If you choose to mail in your payment (only cashier's check or U.S. Postal money order) you will need access to a printer.

**Already applied, but didn't pay?** Click the "Cancel" button below to go back to TEACH Home, and then select "Pay for Applications" in the "Payments Links" section.

Cancel



Read through  
information,  
then select Next

# Application Process Continued

- ▶ Edit Education and/or Employment
- ▶ Select "Add" and "Done"
- ▶ Click "Next"

## Step 1

- ▶ Once on this screen, click next.
- ▶ Continue to click next until TEACH system asks you to "select your certificate"
- ▶ Edit Education and/or Employment if prompted to.



### Enter/Edit Education Information

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

**Education Information**

Required fields are marked with an asterisk (\*)

\*Country: UNITED STATES OF AMERICA (THE)

\*State/Province: NEW YORK

Non US/Canada:

\*Institution: ---Select---

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

NYS Public High School

Student ID (Not Required):

\*Degree: High School Diploma Or Ged

\*Major: Other

For High School, choose Other

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

High School

Date Degree Received: 06/01/2019

(mm/dd/yyyy)

If you do not know the exact dates of attendance, please enter the first day of the month.

\*Attended From: 09/01/2016

(mm/dd/yyyy)

\*Attended To: 06/01/2019

(mm/dd/yyyy)

\*Number of Credits: 0

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**Update Education Information**

Select	College/University	Location	Student ID	Award Title/Degree	Major	From	To	Date Degree Received	Cr.
No Education Added									



### 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.

Step 1 - Verify / Update Profile

---

Step 2 - Select Certificate(s)

---

Step 3 - Sign Affidavit

---

Step 4 - Confirm and Sign Application

---

Step 5 - Make Payment

**Personal Information**

Name:  SSN:

Date of Birth:  Gender:

Email:  Address:

Home Phone:  Work Phone:

US Citizen:

**Education Information**

College/University	Location	Student ID	Degree Earned	Major	From	To	Date Received
MOHAWK VALLEY COMM COLL	NY		Associate Level	Art	01/01/2009	06/01/2014	

**Employment Information**



# Application Process Continued

## Step 2

- ▶ Select certificate area
- ▶ Choose the Level that is appropriate for you
- ▶ Then Click "Add"

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest  
Coaching

Select your Subject Area  
Coaching

Select the Grade Level  
Adolescent - Grades 7-12

Select the Title  
Coaching Softball 7-12

Select your Certificate Type

Select the Type of Certificate  
Temporary Coaching License 2nd - 4th Renewal

Please make your selections and then click the "Add" button.

Add

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway	Remove
No current certificates.				

Certificates and Applications on File

Certificate	Date Applied	Date Issued	Effective Date	Date Expires	Status
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Previous Cancel Next

# Application Process Continued

## Step 2 Continued

- ▶ Select the Radio Button for desired Pathway:
  - ▶ Individual Evaluation
  - ▶ NFHS
- ▶ Then Select Next

Note: TCL and TCL 1<sup>st</sup> Renewal defaults to the Individual Evaluation Pathway

Step 1 - Verify / Update Profile

Step 2 - Select Certificate(s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

Step 5 - Make Payment

### Personal Information

Name	SSN
Date of Birth	Teacher Id
Gender	Address

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 Coaching , Temporary Coaching License 2nd - 4th Renewal , Coaching Softball 7-12 certificate.

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

For more information please view Which Pathway is Right for me?

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

- Holds/Held a Temporary Coaching License 1st Renewal - Coaching Softball 7-12
- Less Than 5 Years Since 1st Temporary was Issued - Coaching Softball 7-12
- Valid First Aid Course Accepted as Meeting NYS Coaching Requirements
- Valid CPR Certification Accepted as Meeting NYS Coaching Requirements
- Coursework
  - Philosophy, Principles and Organization of Athletics in Education
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Workshop - Dignity For All Students Act
- Fingerprint Clearance
- School District Recommendation

Pathway: NFHS - AIC Level 1

- Holds/Held a Temporary Coaching License 1st Renewal - Coaching Softball 7-12
- Less Than 5 Years Since 1st Temporary was Issued - Coaching Softball 7-12
- Valid First Aid Course Accepted as Meeting NYS Coaching Requirements
- Valid CPR Certification Accepted as Meeting NYS Coaching Requirements
- NFHS Accred Interscholastic Coach Certificate (AIC-Level 1)
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Workshop - Dignity For All Students Act
- Fingerprint Clearance
- School District Recommendation - Coaching Softball 7-12

Previous Cancel

Next



# Application Process Continued

## Step 2 Continued

- ▶ After selecting Pathway, the system will ask you if you would like to remove certificate.
- ▶ If Certificate Type and Pathway appear correct click "Next."

The screenshot displays the 'Personal Information' section of the application process. It includes a sidebar with five steps: Step 1 - Verify / Update Profile, Step 2 - Select Certificate(s), Step 3 - Sign Affidavit, Step 4 - Confirm and Sign Application, and Step 5 - Make Payment. The main content area is titled 'Personal Information' and contains a form with fields for Name, Date of Birth, Gender, SSN, Teacher Id, and Address. Below this is a paragraph of text explaining that each certificate is treated as a separate application with specific requirements, and that fees are assessed for each certificate requested. It also states that once the 'Add' button is clicked, the user will be asked a series of questions to determine the appropriate evaluation pathway. A second paragraph notes that only one certificate can be applied for at a time, and that if applying for a first Initial certificate, the user must first apply for the certificate they completed the edTPA for. If applying for more than one certificate, the user will need to repeat the entire application process. The user is advised not to pay separately for each application and to return to the TEACH home page to select Payment Links for all applications at once.

The 'New Certificates and Applications' section is titled 'Select your Certificate Title' and contains several dropdown menus: 'Select your Area of Interest' (Coaching), 'Select your Subject Area' (---Select---), 'Select the Grade Level' (---Select---), 'Select the Title' (---Select---), and 'Select your Certificate Type' (Select the Type of Certificate: ---Select---). Below this is a table titled 'Certificates in this Application' with columns for Area of Interest, Title, Certificate Type, Pathway, and Remove. The table contains one entry: Coaching, Coaching Softball 7-12, Temporary Coaching License 2nd - 4th Renewal, Pathway: Individual Evaluation, and a Remove button. Below the table is a 'Remove' button. The 'Certificates and Applications on File' section is a table with columns for Certificate, Date Applied, Date Issued, Effective Date, Date Expires, and Status. At the bottom of the page are 'Previous', 'Cancel', and 'Next' buttons. A mouse cursor is pointing at the 'Next' button.

# Application Process Continued

## Step 2 Continued

- ▶ System will ask you to assign to SED or BOCES RCO
- ▶ Select, "I want my application to be reviewed by the BOCES Regional Certification Office."
- ▶ Select your desired Regional Office
- ▶ Click "Next"

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)

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.

**Personal Information**

Name	SSN
Date of Birth	Teacher Id
Gender	Address

**Review Type**

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:

- If your school district is not listed, your application must be evaluated by the State Education Department.
- 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.

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

School District: ----Select----

- or -

County: COUNTY OF ONONDAGA

**BOCES Institutions**

	Name of BOCES Institution	Address	Phone
<input type="radio"/>	NASSAU BOCES	71 CLINTON RD, GARDEN CITY, NY 11530	516-396-2200
<input type="radio"/>	OSWEGO BOCES	179 COUNTY RTE 64, MEXICO, NY 13114	315-963-4222
<input type="radio"/>	CAYUGA-ONONDAGA BOCES	1879 W GENESEE ST RD, AUBURN, NY 13021	315-253-0361
<input checked="" type="radio"/>	ONONDAGA-CORTLAND-MADISON BOCES	6820 THOMPSON RD, SYRACUSE, NY 13211	315-433-2602

Previous Cancel Next

# Application Process Continued

**Step 3** Sign Affidavit

**Step 4** Confirm and Sign Application

**Step 5** Make Payment -\$50

Send all Documentation to the office selected at time of application:

**NYSED Applicants:**  
NYSED, Office of Teaching  
Room 5N-EB  
89 Washington Avenue  
Albany, NY 12234

**OCM BOCES Applicants:**  
OCM BOCES  
Attn: Certification Office  
PO BOX 4754  
Syracuse, NY 13221