

Guidelines for Coaches

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Categories of Coaches

- ▶ Certified Physical Education Teachers
- ▶ Other Certified Teachers and Pupil Personnel
- ▶ Non-Teachers and Volunteers



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Categories of Coaches Continued

Certified Physical Education Teachers:

- ▶ May coach any sport in any school
- ▶ Does not need to apply for Coaching License
- ▶ Must meet First Aid/CPR requirement
- ▶ All documentation kept on file at district

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Categories of Coaches Continued

Other Certified Teachers and Pupil Personnel:

- ▶ Does not need to apply for Coaching License
- ▶ Must meet First Aid/CPR requirement
- ▶ Must complete **Pathway Specific** Coaching Coursework
- ▶ All documentation kept on file at district

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Categories of Coaches Continued

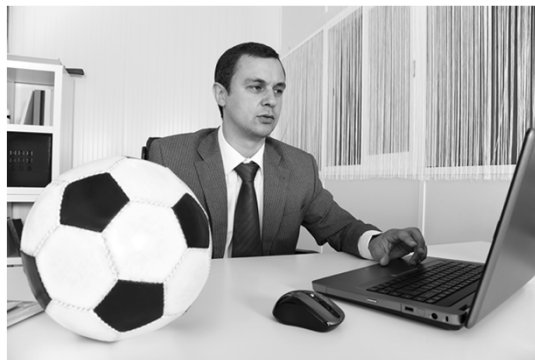
Non-Teachers and Volunteers:

- ▶ A person who does not hold a valid NYS Teaching/PPS Certification
- ▶ May be appointed as a Temporary Coach when there are no certified Teachers/PPS Professionals available with experience
- ▶ Must obtain a Temporary Coaching License prior to the start of the season whether paid or volunteer



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Application Process for Coaching



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Application Process for Coaching

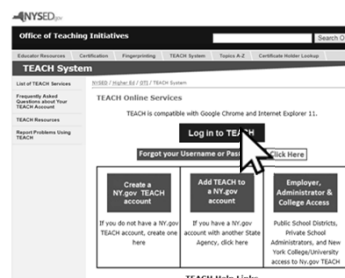
- ▶ All Coaching License applications are completed through the NYS TEACH system
www.highered.nysed.gov/tcert
- ▶ Applications can be assigned to either the NYSED office or to a BOCES Regional Certification Office
- ▶ Individual should correspond and submit documents to the Assigned Application Office in which they selected (NYSED/BOCES RCO).

APPLY ONLINE

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Application Process Continued

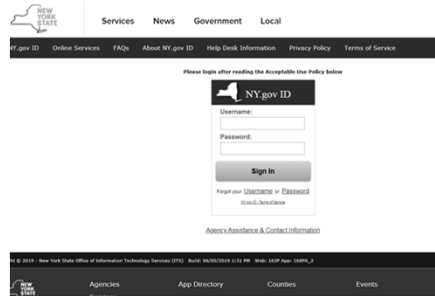
- ▶ Visit: www.highered.nysed.gov/tcert
- ▶ Click the red TEACH Online Services box.
- ▶ If you do not have a NY.gov TEACH account, you must create one.
- ▶ If you have previously created a TEACH account, click "Login to TEACH."
- ▶ Any TEACH issues- contact TEACH Help Desk (518) 486-6041



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Application Process Continued

- ▶ Enter Username & Password to Log In



- ▶ On the following Screen click TEACH Online Services

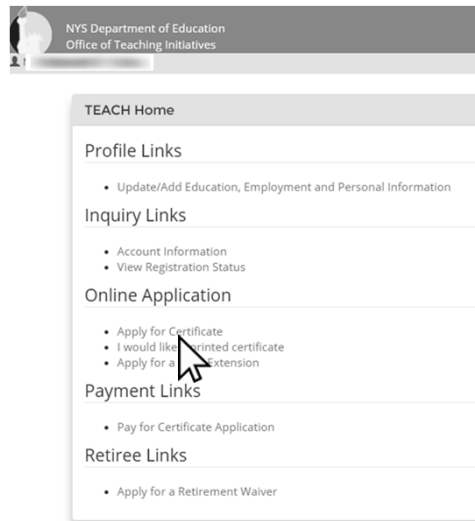


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Application Process Continued

TEACH Home Page

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



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Application Process Continued

Read through information, then select Next

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 Library 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 fingerprints.
- Update your mailing address, email, and phone numbers. Your email address is required so the Office of Teaching can correspond with you.
- Confirm your U.S. Citizenship status (YES)
- 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 II, 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.



Application Process Continued

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.

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: [Redacted] SSN: [Redacted]
 Date of Birth: [Redacted] Gender: [Redacted]
 Email: [Redacted] Address: [Redacted]
 Home Phone: [Redacted] Work Phone: [Redacted]

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

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

Enter/Edit Education Information

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

Education Information

Information below is masked with an asterisk (*)

*Country: UNITED STATES OF AMERICA (FMS)

*State/Province: NEW YORK

Non US/Canada: [Redacted]

*Position: [Redacted]

If your College or university was not in the drop down above, enter the name here or enter your High School Name: [Redacted]

*Degree: High School Diploma Or Grad

*Major: Other

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

Date Degree Received: 06/01/2014

*Awarded From: 06/01/2014

*Awarded To: 06/01/2014

*Number of Credits: 6

Update Education Information

Select | College/University | Location | Student ID | Award Title/Degree | Major | From | To | Date Degree Received |



Application Process Continued

Step 2

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

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Application Process Continued

Step 2 Continued

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

Note: TCL and TCL 1st Renewal defaults to the Individual Evaluation Pathway

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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 shows a web application interface. On the left is a vertical sidebar with steps: Step 1: Verify / Update Profile, Step 2: Select Certificate(s), Step 3: Sign Affidavit, Step 4: Confirm and Sign Application, Step 5: Make Payment. The main content area is titled 'Personal Information' and contains fields for Name, SSN, Date of Birth, Teacher ID, Gender, and Address. Below this is a section titled 'New Certificates and Applications' with dropdown menus for 'Select your Area of Interest' (Coaching), 'Select your Subject Area', 'Select the Grade Level', 'Select the Title', and 'Select your Certificate Type'. At the bottom, there is a table 'Certificates in This Application' with columns for Area of Interest, Title, Certificate Type, Pathway, and Remove. A 'Next' button is highlighted with a mouse cursor and the number 15.

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"

The screenshot shows a web application interface. On the left is a vertical sidebar with steps: Step 1: Verify / Update Profile, Step 2: Select Certificate(s), Step 3: Sign Affidavit, Step 4: Confirm and Sign Application, Step 5: Make Payment. The main content area is titled 'Step 2 - Select Certificate(s)' and includes instructions about local Board of Cooperative Educational Services (BOCES) applications. Below this is a 'Review Type' section with radio buttons for 'I want my application to be reviewed by the State Education Department' and 'I want my application to be reviewed by the BOCES Regional Certification Office'. The second option is selected. Below are dropdown menus for 'School District' and 'County' (set to 'COUNTY OF ONONDAGA'). At the bottom is a table 'BOCES Institutions' with columns for Name of BOCES Institution, Address, and Phone. The 'ONONDAGA-CORTLAND-MADISON BOCES' entry is selected. A 'Next' button is highlighted with a mouse cursor and the number 16.

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

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Application Process Continued

Internal Procedures:

- ▶ Coach applies for a Coaching License and selects the OCM BOCES office to evaluate.
- ▶ The OCM BOCES office will send the coach a courtesy notice of required and/or incorrect documents received prior to the evaluation.
- ▶ To receive an evaluation, the application status must be **“Ready for Review”** (fee on file).

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Application Process for Coaching Continued

Internal Procedures continued:

- ▶ All supporting documentation must be received prior to the first Manual Evaluation.
- ▶ The application will be manually evaluated with or without supporting documentation.
- ▶ OCM BOCES applicants should submit supporting documents to the Regional Office.
- ▶ All NYSED applicants should submit supporting documents to the Office of Teaching Initiatives.

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Application Process for Coaching Continued

Internal Procedures continued:

- ▶ If the coach is deficient in a requirement(s), he or she will be forwarded a "**Notice of Uncompleted Requirements.**"
- ▶ This is for the first Manual Evaluation.
- ▶ The application will remain as active (Pending Review) for 2 Manual Evaluations or 3 years, whichever comes first.

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Application Process for Coaching Continued

Internal Procedures continued:

- ▶ If the coach or district submits a supporting document(s), this will place the application back into a **“Ready for Review”** status for another Manual Evaluation (#2).
- ▶ If the individual still has unmet requirements, the application is unfortunately **“Disapproved.”**
- ▶ The individual will need to submit a new application and fee for the license.

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Application Process for Coaching Continued

Important Things to Know:

- ▶ If supporting documentation is received after a sport season is over, an individual's pending Coaching License Application **will not** be issued.
- ▶ **This includes the District Statements.**



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Application Process for Coaching Continued

Important Things to Know continued:

- ▶ The coach’s name, DOB, and last 4 digits of SSN posted on **ALL documents** as they appear in TEACH
- ▶ **No more nick names.**

Application Process for Coaching Continued

Important Things to Know continued:

NYSED Office of Teaching Initiatives Website now has a webpage Coaching Licensure.

Visit Office of Teaching Initiatives Website at <http://www.highered.nysed.gov/tcert/>

Click on the Topics A-Z icon

Select the letter “C”

Select the bulleted subtitle “Coaching License.”



Levels of Coaching Licenses



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Levels of Coaching Licenses

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



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Requirements for Each License

Temporary Coaching License and Temporary 1st Renewal – each valid 1 year

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ Fingerprint Clearance
- ▶ Workshops (CA, SAVE, DASA)
- ▶ School District Recommendation



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Requirements for Each License Continued

Temporary 2nd, Temporary 3rd, and Temporary 4th Renewals – each valid 1 year

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ Workshops (CA, SAVE, DASA)
- ▶ Pathway Specific Coaching Coursework
- ▶ School District Recommendation

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Requirements for Each License Continued

Professional Coaching License and Professional Renewal – each valid 3 years

- ▶ Valid First Aid
- ▶ Valid CPR
- ▶ Workshops (CA, SAVE, DASA)
- ▶ Pathway Specific Coaching Coursework
- ▶ Last 3 years of district’s satisfactory coaching evaluations during the validity of individual’s last issued Coaching License(s).

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Take Note

- ▶ If it has been 5 years or more since the individual’s initial appointment as a coach in the same sport, then all coaching coursework will be required.
- ▶ If a Coach has held at least two temporary coaching licenses in the same sport and has at least three seasons coaching under those temporary licenses, he or she may be eligible for a Professional Coaching License in the same sport as the temporary licenses, and in turn skip over the 3rd and 4th Renewal.

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Take Note Continued

- ▶ All TCL's are valid for 1 year.
- ▶ All PCL's are valid for 3 years.
- ▶ Licenses are no longer printed.
- ▶ Grandfather Clause: Employed as a coach in a New York State school on or before September 1, 1974 and have not broken service may continue to coach any sport.



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Completing the Requirements



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Completing the Requirements Continued

Acceptable First Aid and CPR Courses

- ▶ All First Aid and CPR courses completed for coaching licensure must be from an approved NYSED provider or an approved National provider. (Refer to handouts)

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Completing the Requirements Continued

Approved NYSED Providers for FA and CPR – (Refer to handout)

- ▶ Please Note: If you are an approved NYSED provider you must be posted on this listing.
- ▶ Current listing may be viewed/downloaded from the NYSED, Curriculum and Instruction of Physical Education Website:

<http://www.nysed.gov/curriculum-instruction/approved-coaching-courses-information>

NYSED		Curriculum & Instruction					Offerings	
		FA/CPR COURSES - Approved Agencies						
							First Aid - CPR/A	
City	Agency	Address	Contact	Phone	First Aid - CPR/A	E-mail		
Accord	Rondout Valley CSD	PO Box 9 Accord, NY 12404	Jeremy Weber	845-684-2400 x 4287	Yes	Yes	weber@rondout.k12.ny.us	
Accord	Rush Henrietta HS	PO Box 9 Accord, NY 12404	Tim Stewart	585-359-7908	Yes	Yes	tstewart@trinet.org	
Adams	South Jefferson CSD	P.O. Box 25 Adams, NY 13605-0025	Jay Wiley	515-232-2608	Yes	Yes	jaywiley@southjeffersonide.org	
Albany	CSD of Albany	700 Washington Avenue Albany, NY 12203	Kathleen L. Ryan	518-475-6310	Yes	Yes	sathy.ryan@albany.k12.ny.us	
Alden	Alden CSD	11100 Park Street Alden, NY 12004	Matthew Librock	716-937-9116	Yes	Yes	mllibrock@gmail.com	
Alexandria Bay	Alexandria CSD	34 Bolton Avenue Alexandria Bay, NY 13607	Barbara Bresnahan	515-482-9971	Yes	Yes	bbresnahan@alexandriacentral.org	
Alfred	Alfred University	1 Seaton Drive Alfred, NY 14802	Antonia Williams	607-871-2630	Yes	Yes	williams@alfred.edu	
		184 Maught Hill, New N.						

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Completing the Requirements Continued

Approved NYSED Providers for FA and CPR continued

- ▶ Approved NYSED providers must use the new First Aid and CPR templates issued by NYSED in 2016.
- ▶ First Aid and CPR cards issued by NYSED providers, must indicate whether the course is an “Initial” or “Update” Course to be acceptable.
- ▶ Update courses are only acceptable with proof of taking initial course.

Completing the Requirements Continued

Approved National Providers for FA and CPR – (Refer to handout)

- ▶ First Aid and CPR course titles completed from one of the national providers **must match the titles listed** on the Approved National Providers listings **exactly**.
- ▶ Completely Online Courses are NOT acceptable

COURSES ACCEPTED AS MEETING THE COACHES FIRST AID REQUIREMENTS
Revised February 2019

- NOTE: All courses must include both a classroom and a practical component.
- COACHES MUST COMPLY WITH ALL COURSE AND CERTIFICATE REQUIREMENTS AND CONDITIONS.
- Please refer to the course content and syllabus for more information. Additional rules and policies govern certification and renewal of status in a certain course. Coaching courses are not accepted by NYSED.
- 1. Initial First Aid Course**
 - a. American Red Cross
 - b. American Heart Association
 - c. American Safety Council
 - d. American Safety Council
 - e. American Safety Council
 - 2. National Safety Council**
 - a. National Safety Council
 - b. National Safety Council
 - 3. National Safety Council**
 - a. National Safety Council
 - b. National Safety Council

COURSES ACCEPTED AS MEETING THE COACHES CPR/AED REQUIREMENTS
Revised February 2019

- NOTE: All courses must include both a classroom and a practical component.
- COACHES MUST COMPLY WITH ALL COURSE AND CERTIFICATE REQUIREMENTS AND CONDITIONS.
- Please refer to the course content and syllabus for more information. Additional rules and policies govern certification and renewal of status in a certain course. Coaching courses are not accepted by NYSED.
- 1. American Heart Association**
 - a. American Heart Association
 - b. American Heart Association
 - c. American Heart Association
 - d. American Heart Association
 - e. American Heart Association
 - 2. American Red Cross**
 - a. American Red Cross
 - b. American Red Cross
 - 3. American Safety Council**
 - a. American Safety Council
 - b. American Safety Council

Completing the Requirements Continued

Approved National Providers for FA and CPR continued

Acceptable First Aid/CPR Course Titles

- ▶ Once again, First Aid and CPR course titles completed from one of the national providers must **match the titles listed** on the Approved National Providers listings **exactly**.
- ▶ Review FA and/or CPR titles for course **Core Modules** which match the listing exactly.

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Completing the Requirements Continued

American Red Cross (ARC) Cards

If a First Aid or CPR course has been taken through **American Red Cross (ARC)**, the course code must be **verified online**.

- ▶ Visit: redcross.org/confirm
- ▶ Enter the six digit Certificate ID, click **Verify**.
- ▶ Verify the actual course title as it appears online and not as it appears on printable card.

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

6-Digit Certificate ID Code

redcross.org/confirm
Enter the six digit Certificate ID click Verify

Certificate Verification Page

Please provide the 6-character Certificate ID and click Verify.

Certificate ID:

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

American Red Cross Online Certificate of Completion

ID: GY1166

Learner Name: [Redacted]

Course: Responding to Emergencies Adult and Pediatric First Aid/CPR/AED Challenge (HHS/STF115C r.2017)

Completion Date: 09/26/2019

Offering ID: 06776713

Conducted by: American Red Cross

Instructor(s): [Redacted]

Elements completed successfully

Responding to Emergencies Adult and Pediatric First Aid/CPR/AED: valid 2 Years

[Print 8.5 x 11 Certificate](#) [Save as PDF](#)

Challenge Courses are not accepted by NYSED.

This certificate would not fulfill the FA nor the CPR Requirement.

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

Using your handout, is this card acceptable?

The screenshot shows a web browser displaying an American Red Cross online certificate of completion. The certificate details include: ID: GW1236, Learner Name: [redacted], Course: Adult and Child First Aid/CPR/AED (HSS5FA412 r.2016), Completion Date: 05/01/2018, Offering ID: 056-41422, Conducted by: American Red Cross, and Instructor(s): [redacted]. The certificate also states 'Elements completed successfully' and 'Adult and Child First Aid/CPR/AED - valid 2 Years'. A QR code is visible on the right side of the certificate.

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

American Red Cross: **Adult and Child** First Aid/CPR/AED

ANSWER: Acceptable toward **CPR only**

The course is acceptable towards the CPR requirement because it has the Core Module, **Adult & Child CPR/AED**, which is posted on the approved national provider CPR list. The course is not acceptable towards the First Aid requirement because it does not contain the Core Module, **Responding to Emergencies, First Aid**.

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

Using your handout, is this card acceptable?

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

American Red Cross: **Adult CPR/AED**, Child CPR and First Aid

ANSWER: Acceptable toward **CPR only**

The course is acceptable towards the CPR requirement because it has the Core Module “**Adult CPR/AED**,” which is posted on the approved national provider CPR list.

The course is not acceptable towards the First Aid requirement because it does not contain the Core Module, **Responding to Emergencies, First Aid**.

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

Using your handout, is this card acceptable?

The screenshot shows a web browser window with the URL `classes.redcross.org/Saba/Web/Main/goto/V`. The page title is "American Red Cross Online Certificate of Completion". The certificate details are as follows:

- ID: GW1236
- Learner Name: [Redacted]
- Course: Aquatic Attraction Lifeguarding - (Water less than 3 feet)
- Completion Date: 05/01/2018
- Offering ID: 05641422
- Conducted by: American Red Cross
- Instructor(s): [Redacted]

At the bottom of the certificate, it states: "Elements completed successfully: Aquatic Attraction Lifeguarding - (Water less than 3 feet) valid 2 Years". A QR code is located on the right side of the certificate for verification.

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

American Red Cross: Aquatic Attraction Lifeguarding - (Water less than 3 feet)

ANSWER: Acceptable toward **First Aid and CPR**

The course is acceptable for both First Aid and CPR requirements as it contains the Core module, **Lifeguarding** which is posted on the national provider listings for both the First Aid and the CPR.

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Completing the Requirements Continued

American Red Cross (ARC) Cards continued

Thus, to be acceptable toward either the CPR or FA requirements, the course completed **must contain a Core Module**, which **matches exactly** to the approved course title(s) posted on the approved national provider FA/CPR listings.

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Completing the Requirements Continued

Coaching Coursework:

Individual Evaluation Pathway

VS

NFHS Pathway

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Completing the Requirements Continued

Coaching Coursework – Things to know

- ▶ A coach’s coursework requirement(s) is determined by their pathway selected.
Individual Evaluation Pathway or **NFHS** Pathway
- ▶ The TEACH system will not allow the coach to designate their pathway until he or she is progressing to a TCL - 2nd-4th Renewal or a PCL / PCL Renewal.
- ▶ For both the TCL and TCL – 1st Renewal, the coaching application will default to the Individual Evaluation Pathway.

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Completing the Requirements Continued

Coaching Coursework – Individual Evaluation Pathway

- ▶ **Course I:** Philosophy, Principles and Organization of Athletics in Education
- ▶ **Course II:** Health Sciences Applied to Coaching
- ▶ **Course III:** Theory & Techniques of Coaching – Sport Specific

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Completing the Requirements Continued

Coaching Coursework – Individual Evaluation Pathway continued

- ▶ Coaching Coursework via the Individual Evaluation Pathway must be completed through a NYSED Approved Provider.
- ▶ NYSED Approved Providers can be found at the link below:

<http://www.nysed.gov/curriculum-instruction/approved-coaching-courses-information>

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Completing the Requirements Continued

Coaching Coursework – Individual Evaluation Pathway continued

Course I: Philosophy, Principles and Organization of Athletics in Education

- ▶ 3-credit college course **-OR-** a 45-clock hour non-credit course

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Completing the Requirements Continued

Coaching Coursework – Individual Evaluation Pathway continued

Course II: Health Sciences Applied to Coaching

- ▶ 3 credit college course **-OR-** a 45 clock hour non-credit course

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Completing the Requirements Continued

Coaching Coursework – Individual Evaluation Pathway continued

Course III: Theory & Techniques of Coaching – Sport Specific

- ▶ 2 credit college course **-OR-** a 30 clock hour non-credit course

Established coaches who have already completed the Theory & Techniques of Coaching course, may be authorized to coach a second sport, upon completion of only Sessions 6, 7, 8, and 9 for that sport, and are not required to recomplete the entire course.

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Completing the Requirements Continued

Coaching Coursework – Individual Evaluation Pathway continued

- ▶ NYSED Approved Providers must use the new Certificate of Completion templates, which were issued in 2016.



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Completing the Requirements Continued

Coaching Courses - Individual Evaluation Pathway Continued

- ▶ Courses posted on a transcript will require an application and letter of approval for course equivalency.
- ▶ Application for course equivalency may be downloaded at:

<http://www.nysed.gov/curriculum-instruction/athletics-and-coaching>

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Completing the Requirements Continued

Coaching Courses - Individual Evaluation Pathway Continued

- ▶ Individual must attach supporting documentation with the application for course equivalency.
- ▶ Submit application and supporting documents by mail to: **Physical Education, NYSED, Room 860 EBA Albany, New York 12234** or by email to Darryl Daily, the Associate of Curriculum & Instruction at: **Darryl.Daily@nysed.gov**

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Completing the Requirements Continued

Coaching Courses - Individual Evaluation Pathway continued

Application for Course Equivalency

APPLICATION FOR COACHING COURSE EQUIVALENTS											
INSTRUCTIONS: Please print legibly or type all information. This application is a request for the State Education Department to give credit for equivalents to the coaching courses required by the Regulations of the Commissioner of Education, Section 111.14 (in lieu of standing courses offered by approved providers).											
To: Physical Education, State Education Department, Room 860 EBA Albany, New York 12234											
From: Name _____, Soc. Sec. # Last 4 Digits _____ Address _____ City _____, State _____, Zip _____ Home Phone () _____, Work Phone () _____, ext. _____ Email _____, Date of Birth _____											
1. Do you hold a New York State Teaching Certificate? Yes ___ No ___ If Yes, in what subject _____, Type _____ Effective Date: ___/___/___, Certificate Number _____											
2. Are you currently employed as a coach? Yes ___ No ___ If Yes, School Name _____ Address _____, City _____ State _____, Zip _____, Phone () _____ Director of Physical Education/Athletics _____ Date appointed ___/___/___											
3. Courses requested to be met by Equivalent Experience: ___ Philosophy, Principles and Organization of Athletics in _____ ___ Education Health Sciences Related to Coaching _____ ___ Theory and Techniques of Coaching _____, Sport _____											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="font-size: x-small;"> List equivalents related to the courses below and attach copies of transcripts, course descriptions, class material with certificate of participation, or other verification of equivalent. </td> </tr> <tr> <td style="width: 50%; font-size: x-small;">A. Philosophy, Principles and Organization</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%; font-size: x-small;">B. Health Sciences Related to Coaching</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%; font-size: x-small;">C. Theory and Techniques of Coaching (specific to the sport coached)</td> <td style="width: 50%;"></td> </tr> </table>		List equivalents related to the courses below and attach copies of transcripts, course descriptions, class material with certificate of participation, or other verification of equivalent.		A. Philosophy, Principles and Organization		B. Health Sciences Related to Coaching		C. Theory and Techniques of Coaching (specific to the sport coached)			
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B. Health Sciences Related to Coaching											
C. Theory and Techniques of Coaching (specific to the sport coached)											
I declare and affirm that the statements made in the foregoing application, including accompanying statements and transcripts, are true and correct.											
Signature of Applicant _____ Date _____											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="font-size: x-small; text-align: center;">FOR BUREAU USE ONLY</td> </tr> <tr> <td style="width: 50%; font-size: x-small;">Approved _____</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%; font-size: x-small;">Disapproved _____</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%; font-size: x-small;">Reason for Clarification _____</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%; font-size: x-small;">Signed _____</td> <td style="width: 50%;"></td> </tr> </table>		FOR BUREAU USE ONLY		Approved _____		Disapproved _____		Reason for Clarification _____		Signed _____	
FOR BUREAU USE ONLY											
Approved _____											
Disapproved _____											
Reason for Clarification _____											
Signed _____											

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Completing the Requirements Continued

Coaching Courses – Individual Evaluation Pathway Continued

- ▶ All three courses are now also available online from SUNY Cortland.
- ▶ The fee for each course offered by SUNY Cortland is **\$185**.
- ▶ For more information, contact the SUNY Cortland, Field Experience and School Partnerships Office at fesp@cortland.edu or (607)753-2824.

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Completing the Requirements Continued

Coaching Courses – NFHS Pathway

- ▶ All NFHS Course may be completed online at <https://nfhslearn.com/home/coaches>
- ▶ To meet the coursework requirements, the individual must submit the NFHS Interscholastic Certificate of Completion for the following:
 - Accredited Interscholastic Coach Certificate (AIC-Level 1)
 - Certified Interscholastic Coach Certificate (CIC-Level 2)

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Completing the Requirements Continued

Coaching Courses – NFHS Pathway Continued

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

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

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Completing the Requirements Continued

Coaching Courses – NFHS Pathway Continued

NFHS Certified Interscholastic Coach Certificate (CIC-Level 2) Requires:

- ▶ NFHS AIC-Level 1 Certification Previously completed:
- ▶ Bullying, Hazing and Inappropriate Behaviors: FREE
- ▶ Strength and Conditioning: \$50
- ▶ Teaching and Modeling Behavior: \$20
- ▶ Engaging Effectively with Parents: FREE
- ▶ Sportsmanship: FREE
- ▶ Two any-specific courses of your choice: Fee varies.
- ▶ Two any-specific courses of your choice: Fee varies.

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Completing the Requirements Continued

Coaching Coursework: NFHS Pathway continued NFHS Interscholastic Certificate of Completion



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Completing the Requirements Continued

Coaching Courses – NFHS Pathway Continued

- ▶ The NFHS CIC Certificate of Completion will not be accepted without also submitting verification of the Sport Specific Internship. This is completed within the district under the supervision of the district athletic administrator and/or agency leader.
- ▶ Established coaches who have already completed the CIC Certification and Sport Specific Internship, may be authorized to coach a second sport, upon completion of a second Sport Specific Internship and one NFHS Sport Specific Course in the sport sought.

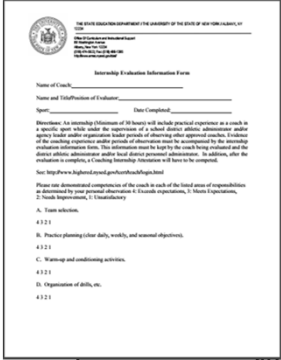
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Completing the Requirements Continued

Coaching Coursework – NFHS Pathway Continued


NFHS 30 Hour Coaching Internship Forms (Refer to handout)

Internship Evaluation Form



Back Side

Coaching Internship Attestation



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Completing the Requirements Continued

Workshops: CA, SAVE, DASA

- ▶ The following workshops required for anyone seeking certification through the NYS Education Department:
- ▶ Child Abuse Recognition
May be completed on-line at www.nysmandatedreporter.org (Free)
- ▶ S.A.V.E./Violence Prevention
May be completed on-line at www.gstbooces.org (\$23.00)
- ▶ D.A.S.A. Dignity For All Students Act
May be completed in-class through Section III Athletics <http://www.section3.org/> (315) 451-4588

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Completing the Requirements Continued

Workshops: CA, SAVE, DASA continued

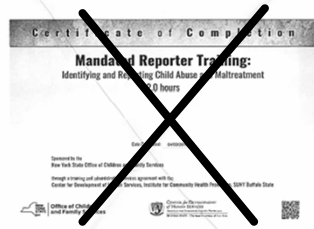
- ▶ For the complete approved provider listing of all required workshops, go to www.highered.nysed.gov/tcert.
- ▶ Click on "Topics A-Z" located at the top of the webpage.
- ▶ Select the letter "W"
- ▶ Click on the bullet subtitle "Workshops Required for Certification."
- ▶ Workshop Costs will vary.

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Completing the Requirements Continued

Workshops: CA, SAVE, DASA continued Child Abuse Certificate of Completion Form

UNACCEPTABLE
CERTIFICATE



ACCEPTABLE
CERTIFICATE

To obtain the acceptable certificate, please email the provider at: MRCustomerService@hslcnys.org
Request the NYSED Verification of Completion Form.

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Completing the Requirements Continued

Workshops: CA, SAVE, DASA continued Dignity for All Students Act (D.A.S.A.)

- ▶ D.A.S.A. completion must be uploaded into TEACH by the workshop provider.
- ▶ Regional Certification Offices may no longer input verification of completion into the individual's TEACH account.
- ▶ Individual's experiencing issues with the D.A.S.A. verification not linking and/or not uploading into their TEACH account, must contact the workshop provider to resolve the issue.

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Completing the Requirements Continued

Fingerprint Clearance

- ▶ Schedule an appointment for Fingerprint Clearance online at: www.IdentoGo.com, or call MorphoTrust at **(877) 472-6915**
- ▶ Service Code: **14ZGQT**
- ▶ FEE: **\$101.75** (subject to change)
- ▶ In some cases hiring school district will pay for associated fees. Process is slightly different
- ▶ Schedule an appointment at nearest location
- ▶ Once Fingerprints are cleared through the FBI and DCJS, clearance will be listed in TEACH

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Completing the Requirements Continued

School District Recommendations

- ▶ Superintendent of schools shall submit a statement to the NYS Education Department via TEACH for ALL non-teacher and volunteer TCL Coaching Applications
- ▶ Work with Athletic Director to ensure statement is entered



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Completing the Requirements Continued

School District Recommendations continued

- ▶ Statement must match license application title
- ▶ Statement must have the current hire date, along with the start and end date to the specific sport and season
- ▶ The start and end dates will be used by OTI to determine if a season recommendation is correct and still in play for coaching applications
- ▶ Current recommendations still in circulation are acceptable
- ▶ OTI will use the NYSPHSAA webpage for these recommendations

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Completing the Requirements Continued

Entering a School District Recommendation

OTI has been informed that sport seasons differ from school zone to school zone. In the interest of encompassing all NYS Schools, NYSED has implemented a new policy for the School District Recommendation for coaching. The district is now required to enter their season start and end dates.

The screenshot shows a 'Temporary Coaching' form with the following fields and values:

- 1. Certificate Title:** Select an Area of Interest: Coaching
- Select a Subject Area:** Coaching
- Select a Grade Level:** Adolescent - Grades 7-12
- Select a Title:** Coaching Softball 7-12
- 2. Certificate Type:** Select a Type of Certificate: Temporary Coaching License
- 3. Enter the School or School District where the coach will be employed:** OCM BOCES, Syracuse
- 4. Date the candidate will become employed:** 04/01/2019
- 5. Email address of person completing this statement:** Superintendent / Head of Human Resources / Chief School Officer / District TEACH user.
- 6. What sport season are you entering this statement for? Please provide the season and the year, ex Fall 2018.** Spring 2019
- 7. Season Start Date:** 04/01/2019
- 8. Season end date:** 06/30/2019
- 9.** I certify that the District has determined that neither (a) a certified physical education nor (b) a certified teacher in another subject area, with coaching qualifications and experience is available in accordance with Section 135.46(c)(7)(b)(3)(D) of the Regulations of the Commissioner of Education. We will maintain evidence that such individuals have not applied for the coaching position for which a waiver is sought, and that there are not readily available for recruitment the certified individuals described above to coach this sport activity.

Buttons: Cancel, Sign And Enter Statement

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Important Websites to Remember

- ▶ NYSED, Office of Teaching Initiatives: <http://www.highered.nysed.gov/tcert/>



- ▶ NYSED, Curriculum and Instruction of Physical Education: (Athletics and Coaching) nysed.gov/curriculum-instruction/athletics-and-coaching



- ▶ NFHS Learning Center: <http://nfhslearn.com>



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Questions



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Handouts

- ▶ Workshop Survey – Please Return
- ▶ PowerPoint
- ▶ OCM BOCES Coaching Packet
- ▶ National Provider Listings for FA & CPR (enclosed within packet)
- ▶ NYSED Providers for FA & CPR
- ▶ Application Process Slides
- ▶ NFHS Pathway: Internship Evaluation Information and Attestation Forms
- ▶ Superintendent Statement: District Recommendations
- ▶ Important Websites
- ▶ District TEACH Access
- ▶ NYS Coaching License for Non-Certified Teachers and Volunteers, Booklet
- ▶ Coaching License Checklist (for self-tracking progress)

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