

Contact: OCM BOCES
Certification Office
Monday-Friday
8:30 a.m.-11:30 a.m.
(315) 433-2628

OCM BOCES Regional
Certification Office
P. O. BOX 4754
Syracuse, NY 13221
certification@ocmboces.org



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 **Onondaga-Cortland-Madison 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:

**OCM BOCES,
Regional Certification Office
PO BOX 4754
Syracuse, NY 13221.**

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)
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. AIC Level 1
 - b. CIC Level 2
 - c. Verification of **Sport Specific** Internship
4. NYSED Coaching Evaluation Form
5. Verification of completion of workshops:*
 - a. Child Abuse workshop - www.nysmandatedreporter.org (FREE)
 - b. School Violence Prevention workshop - www.premierece.com (\$25.00)
 - c. DASA workshop - www.ocmboces.org (\$100.00)
-OR- Section III Athletics (315) 451-4588

*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: \$102.00. 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 - Accredited Interscholastic Coach Certificate: AIC-Level 1
- > 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 - Accredited Interscholastic Coach Certificates: AIC-Level 1, CIC-Level 2 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 - Accredited Interscholastic Coach Certificates: AIC-Level 1, CIC-Level 2 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 or to OCM BOCES RCO at certification@ocmboces.org. Each year of coaching experience listed must coincide with a valid coaching license in the same sport. A separate Coaching Evaluation Form must be submitted for each sport.