

Contact: OCM BOCES  
Certification Office  
Monday-Friday  
8:30 a.m.-11:30 a.m.  
(315) 433-2628  
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](http://www.highered.nysed.gov/tcert)

### HOW TO APPLY

1. Click on "TEACH Online Services." 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." If you have forgotten your username and/or password click on the links to regain your access or you may contact the NYSED TEACH Helpline directly at: **(518) 486-6041**.
2. Once the log in 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.

### 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 submit official/original college transcript
3. NHFS Accredited Interscholastic Coach Certificate [www.nfhslearn.com](http://www.nfhslearn.com)
  - a. AIC Level 1
  - b. CIC Level 2
4. Satisfactory Coaching Evaluations / Coaching Internship Verification
5. Verification of completion of workshops:
  - a. Child Abuse workshop [www.nysmandatedreporter.org](http://www.nysmandatedreporter.org) (**FREE**)
  - b. S.A.V.E. / Violence Prevention workshop [www.gstboces.org](http://www.gstboces.org) (**\$23.00**)
  - c. DASA workshop [www.ocmboces.org](http://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](http://www.identogo.com) -OR- call: **(877) 472-6915**.  
The cost is: **\$101.75**. Service Code: **14ZGQT**

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# Coaching Requirements:

## **1<sup>st</sup> Temporary Coaching License (TCL):** (first coaching license — valid 1 year)

- Valid First Aid and CPR Certificates (**Update/Review Courses not accepted**)
- Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- Fingerprint Clearance
- School District Statement of Recommendation

## **1<sup>st</sup> 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

## **2<sup>nd</sup> – 4<sup>th</sup> 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 coaching evaluations from the 3 seasons coached during your previously issued PCL. (evaluations must include: Your name as it appears in your TEACH account, your DOB, the last 4 digits of your SSN, the School District, school year(s), sport, season and signatures from you and the AD.
- Fingerprint Clearance

*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.*

## **COURSES ACCEPTED AS MEETING THE COACHES' FIRST AID REQUIREMENT**

**Revised February 2019**

FIRST AID – All cards and/or certificates must be renewed per certifying agency requirements

**COMPLETLEY ONLINE COURSES ARE NOT ACCEPTED. ALL COURSES MUST INCLUDE HANDS ON LEARNING.**

Please note- Review courses are only accepted with proof of taking initial course. Participant must possess a current certificate(s) (or equivalent) in order to take a review course. Challenge courses are not accepted by NYSED.

1. **NYS State Education Department**

An approved agency that offers First Aid using the SED course outlines and time requirements: 12 hours **initial**; 5.5 hours **update** (valid for 3 years) <http://www.nysed.gov/curriculum-instruction/approved-coaching-courses-information> (- Click on Toolkit, then on Approved Coaching Courses)

2. **American Red Cross Core Courses (additional course modules may be on the card, but only core course is considered for acceptance)**

- o Emergency Medical Response
- o Lifeguarding
- o Responding to Emergencies First Aid
- o Responding to Emergencies Adult and Child First Aid/CPR/AED
- o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
- o Shallow Water Lifeguarding (up to 5 ft)

3. **American Safety & Health Institute (ASHI)**

- o Advanced First Aid

4. **Emergency Care & Safety Institute (ECSI)**

- o Advanced First Aid, CPR, and AED
- o Sports First Aid and Injury Prevention - NYS Coaches
- o Wilderness First Aid

5. **National Safety Council**

- o Advanced First Aid, CPR, and AED

6. **NYS Department of Health (DOH) Bureau of Emergency Medical Services**

- o Certified First Responder

**\*THE FOLLOWING PROFESSIONALS do not need to submit a valid First Aid course certificate as part of their coaching license application. However, they will need to submit a valid CPR/AED certificate for their application\*** : a. Certified Emergency Medical Technicians (EMT) and Paramedic, b. Fire & Police Officers (full time)

**\*Individuals holding a NYS PROFESSIONAL LICENSE issued by the Office of the Professions in any of the medical fields identified below can meet the NYS First Aid requirement by submitting verification of their license registration and provide either a current letter of employment or verification of any current first aid course. They will also need to submit a valid CPR/AED certificate for their coaching license application.** a. All Nurses (RN, LPN, NP), b. Physician – Physician Assistant (MD, DO), c. Certified Athletic Trainer (ATC), d. Dentists (Includes Oral and Maxillofacial Surgeons), e. Physical Therapists, f. Optometrists

# COURSES ACCEPTED AS MEETING THE COACHES' CPR/AED REQUIREMENT Revised February 2019

**CARDIOPULMONARY RESUSCITATION (CPR) / AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) -**  
**All cards and/or certificates must be renewed per certifying agency requirements**  
**COMPLETLEY ONLINE COURSES ARE NOT ACCEPTED. ALL COURSES MUST INCLUDE HANDS ON LEARNING.**

Please note - Review course are only accepted with proof of taking initial course. Participant must possess a current certificate(s) (or equivalent) in order to take a review course. Challenge courses are not accepted by NYSED.

1. **NYS State Education Department**

approved agency that offers CPR using the [NEW SED course outline and time requirements](#): 2.5 hours initial; 1.5 hours update (must be renewed every 2 years to be valid) <http://www.nysed.gov/curriculum-instruction/approved-coaching-courses-information> (- Click on Toolkit, then on Approved Coaching Courses)

2. **American Heart Association Courses (AHA) Core Courses - May include RQI credentials in addition to core course name**

- o Advanced Cardiac Life Support (ACLS)
- o Basic Life Support (BLS)
- o Heartsaver CPR/AED (title may include pediatric, K-12 schools, or first aid)

3. **American Red Cross Core Courses (additional course modules may be on the card, but only core course is considered for acceptance)**

- o Adult CPR/AED (Note: For High School level coaches only)
- o Adult & Child CPR/AED
- o Adult & Pediatric CPR/AED
- o Basic Life Support for Health Care providers (BLS)
- o CPR/AED for Professional Rescuers and Health Care Providers
- o CPR/AED for Professionals (title may or may not include the term "rescuers")
- o Emergency Medical Response
- o Lifeguarding/First Aid/CPR/AED
- o Responding to Emergencies Adult First Aid/CPR/AED (Note: for High School level coaches only)
- o Responding to Emergencies Adult and Child First Aid/CPR/AED
- o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
- o Shallow Water lifeguarding (up to 5 ft)/First Aid/CPR/AED

4. **American Safety & Health Institute (ASHI)**

- o Adult CPR/AED (For High School level Coaches only); Adult and Child CPR/AED; or Adult, Child and Infant CPR/AED

5. **Emergency Care & Safety Institute (ECSI)**

- o First Aid, CPR and AED
- o Health Care Provider CPR & AED
- o Sports First Aid & Injury Prevention-NYS Coaches

6. **National Safety Council (NSC)**

- o Adult and Child CPR & AED ; or Adult, Child and Infant CPR/AED
- o Advanced First Aid, CPR and AED
- o BLS Healthcare and Professional Rescuer

7. **NYS Department of Health**

- o (DOH) Bureau of Emergency Medical Services Certified First Responder