

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.

COURSES ACCEPTED AS MEETING THE COACHES' FIRST AID REQUIREMENT Revised February 2020

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

* Employed Police Officers and Firemen in New York State (NYS) may have the employer submit verification of employment as a Police Officer or Fireman in lieu of completing the First Aid course.

* NYS certified Emergency Medical Technician (EMT) or Paramedic may submit a copy of their valid NYS issued EMT or paramedic card or may have the employer submit verification of employment in NYS as an EMT or paramedic in lieu of completing the First Aid course.

***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**

* NYS licensed and registered, Licensed Practical Nurse, Registered Professional Nurse, Nurse Practitioner, Physician, Certified Athletic Trainer, Dentist, Physical Therapist or Optometrists must submit a copy of their current NYS registration certification and either have the employer submit verification of employment or the applicant may submit a copy of a valid First Aid certificate (any First Aid).

Contact the Associate in Physical Education at NYSED for questions 518-474-5922.

COURSES ACCEPTED AS MEETING THE COACHES' CPR/AED REQUIREMENT Revised February 2020

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)
2. **American Aquatics and Safety Training**

<u>Course Name</u>	<u>Certificate Name</u>
o Lifeguarding	Lifeguard, CPR/AED, First Aid
o Lifeguarding, Waterfront	Lifeguard, Waterfront, CPR/AED, First Aid
o Shallow pool lifeguarding	Shallow pool lifeguard, CPR/AED, First Aid
o Lifeguarding Recertification	Lifeguard, CPR/AED, First Aid Recertification
o Lifeguarding, Waterfront Recertification	Lifeguard, Waterfront, CPR/AED, First Aid Recertification
o Shallow pool lifeguarding Recertification	Shallow pool lifeguard, CPR/AED, First Aid Recertification
o CPR/AED	CPR/AED for BLS providers
o CPR/AED	CPR/AED for Professionals
o CPR/AED	CPR/AED for lifeguards
o CPR/AED, First Aid	CPR/AED, Advanced 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
6. **ProTrainings**
 - o Adult, Child, and Infant, CPR/AED
 - o Adult, Child, and Infant, Pediatric CPR/AED & First Aid
 - o Adult CPR/AED
 - o Healthcare Provider (BLS) Adult, Child, and Infant, CPR/AED or Adult, Child, and Infant, CPR/AED + First Aid
 - o Adult CPR/AED + First Aid
 - o Healthcare Provider (BLS) Adult, Child, Infant, CPR/AED + First Aid
7. **Starguard Elite**
 - o Starguard Lifeguarding
8. **NYS Department of Health**
 - o (DOH) Bureau of Emergency Medical Services Certified First Responder

Contact the Associate in Physical Education at NYSED for questions 518-474-5922.