



**New York State Coaching License for  
Non-Certified Teachers and  
Volunteers**

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## **COACHING APPLICATION INSTRUCTIONS**

All non-certified teacher coaches need to apply for a coaching license

### **APPLICATION INFORMATION**

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)

1. First time users click on "Self-Register with TEACH." If you have already created a TEACH file, click on "Login to TEACH"
2. Once the log in is complete, click on "Apply for Certificate."
3. The area of interest for coaching is, **Other School Service**. The subject area is, Coaching 7-12. The title is the sport that will be coached. Select the Regional Certification Office to review application (OCM BOCES).
4. The last step is payment. There is a \$50 charge per sport.

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### **SUPPORTING DOCUMENTATION**

Please submit the supporting documentation listed below to: OCM BOCES Regional Certification Office, PO BOX 4754, Syracuse, NY 13221.

1. Copies of valid CPR and First Aid cards
2. Certificate of completion for coaching courses (if posted on a transcript submit official/original college transcript)
3. Indicate which school district you coach/volunteer coach for
4. Verification of completion of workshops:
  - a. Child Abuse workshop [www.nysmandatedreporter.org](http://www.nysmandatedreporter.org) (FREE!)
  - b. Violence Prevention workshop [www.EDTrainingCenter.com](http://www.EDTrainingCenter.com)
  - c. DASA workshop effective January 1, 2014

### **FINGERPRINTING**

All coaches (including volunteer coaches) **MUST** be fingerprinted.

To make an appointment for fingerprinting - (315) 433-2638

### **OCM BOCES CERTIFICATION OFFICE**

(315) 433-2628 Monday-Friday, 8:30 A.M. -11:30 A.M.

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## Coaching Requirements:

### **1<sup>st</sup> Temporary Coaching License Requirements:** (first coaching license)

- > Valid First Aid and CPR Certificates
- > Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- > Fingerprint Clearance
- > School District Statement of Recommendation

### **1<sup>st</sup> Temporary Renewal Requirements:** (second coaching license)

- > 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 First Aid and CPR Certificates
- > Coursework: Philosophy, Principles & Organization of Athletics, must be completed by the 3<sup>rd</sup> license. Health Sciences Applied to Coaching and Theory & Techniques of Coaching (Sport Specific) must be completed by the 5<sup>th</sup> license.
- > Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- > Fingerprint Clearance
- > School District Statement of Recommendation

### **1<sup>st</sup> Professional Coaching License Requirements:**

- > Proof of a minimum of 3 temporary coaching licenses per sport
- > Valid First Aid and CPR Certificates
- > Coursework: Philosophy, Principles & Organization of Athletics, Health Sciences Applied to Coaching, and Theory & Techniques of Coaching (Sport Specific)
- > Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- > Fingerprint Clearance

### **Professional Coaching License Renewal Requirements:**

- > Valid First Aid and CPR Certificates
- > Coursework: Philosophy, Principles & Organization of Athletics in Education, Health Sciences Applied to Coaching and Theory & Techniques of Coaching (Sport Specific)
- > Verification of Workshops: Child Abuse, Violence Prevention, and DASA
- > Fingerprint Clearance
- > Satisfactory evaluations for each year coached under a Professional Coaching License

**COURSES ACCEPTED AS MEETING  
THE COACHES FIRST AID AND CPR/AED REQUIREMENT  
(Updated) January 2014**

**\*FIRST AID – All cards must be renewed every 3 years or per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A State Education Department 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) ([www.emsc.nysed.gov/ciai/physed.html](http://www.emsc.nysed.gov/ciai/physed.html)) - Click on Toolkit, then on Approved Coaching Courses)
2. American Red Cross (Please send a copy of your certificate):
  - a. The following Responding to Emergencies courses NOW VALID FOR ONLY 2 YEARS per ARC  
Responding to Emergencies First Aid  
Responding to Emergencies Adult and Child First Aid/CPR  
Responding to Emergencies Adult and Child First Aid/CPR/AED  
Responding to Emergencies Adult and Pediatric First Aid/CPR  
Responding to Emergencies Adult and Pediatric First Aid/CPR/AED  
Responding to Emergencies Adult and Pediatric First Aid/CPR/AED and Bloodborne Pathogens Training  
Responding to Emergencies Adult and Child First Aid/CPR/AED and Bloodborne Pathogens Training
  - b. Lifeguarding/First Aid/CPR/AED
  - c. Lifeguarding/First Aid
  - d. Waterfront Lifeguarding
3. NYS DOH/Bureau of Emergency Medical Services:
  - a. Certified First Responder (meets FA & CPR certification)
4. National Safety Council:
  - a. Advanced First Aid, CPR & AED (meets FA & CPR certification)
5. Emergency Care & Safety Institute (ECSI) (Please send a copy of your card)
  - a. Sports First Aid & Injury Prevention-NYS Coaches
  - b. First Aid, CPR, & AED, Essentials-NYS Coaches
  - c. Health Care Provider CPR & AED
6. American Safety & Health Institute (ASHI) Advanced First Aid

**\*ADULT CARDIOPULMONARY RESUSCITATION (CPR) – All cards must be renewed every 1- 2 years per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A 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) check out [www.emsc.nysed.gov/ciai/physed.html](http://www.emsc.nysed.gov/ciai/physed.html) - Click Toolkit, then on Approved Coaching Courses)
2. National Safety Council (NSC):
  - a. CPR/ AED Course
  - b. Advanced First Aid, CPR & AED

\*For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate In Physical Education at (518) 474-5922.

**COURSES ACCEPTED AS MEETING  
THE COACHES FIRST AID AND CPR/AED REQUIREMENT  
(Updated) January 2014**

3. American Heart Association Courses (AHA):
  - a. Advanced Cardiac Life Support (ACLS) – (credited only for CPR/AED)
  - b. Basic Life Support for Health Care Providers (BLS)
  - c. Heartsaver AED (includes CPR)
  - d. Heartsaver First Aid/CPR/AED
4. American Red Cross Courses (Please send a copy of your certificate) :
  - a. Adult CPR/AED (Note: For High School level coaches only)
  - b. Adult & Child CPR/AED
  - c. CPR/AED for the Professional Rescuer (credited for CPR and AED)
  - d. Lifeguarding
  - e. Lifeguarding/First Aid/CPR/AED
  - e. Waterfront Lifeguarding
  - f. Responding to Emergencies courses listed as follows:
    - Responding to Emergencies Adult and Child First Aid/CPR/AED
    - Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
    - Responding to Emergencies Adult and Pediatric First Aid/CPR/AED and Bloodborne Pathogens Training
    - Responding to Emergencies Adult and Child First Aid/CPR/AED and Bloodborne Pathogens Training
  - g. CPR/AED for Professional Rescuers and Health Care Provider
5. American Safety & Health Institute (ASHI) (Please send a copy of your card)
  - a. Adult CPR/AED (For High School Coaches only)
6. Emergency Care & Safety Institute (ECSI) (Please send a copy of your card)
  - a. Sports First Aid & Injury Prevention-NYS Coaches
  - b. First Aid, CPR, & AED, Essentials-NYS Coaches
  - c. Health Care Provider CPR & AED

**SED does not require the following to have separate certification in First Aid to coach, HOWEVER A VALID CPR CERTIFICATE WILL BE REQUIRED:**

- a. All Nurses
- b. Physician – Physician Assistant
- c. Certified EMT/Paramedic
- d. Certified Athletic Trainer
- e. Fire & Police Officers (full time)
- f. Dentists (Includes Oral and Maxillofacial Surgeons )
- g. Physical Therapists
- h. Optometrists

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