



NYSED/NYSPHSAA COACHING REQUIREMENTS

Before anyone can be a head coach/assistant coach/non-paid coach, the following requirements must be met. Individuals cannot give any instruction or supervision towards student-athletes until the following has been met. Attached is a “step by step” guide as to how these requirements can be achieved.

- Application for a non-paid coaching position must be completed each season and turned into the Athletic Director’s office. (preferably one to two months before the season starts in order that the individual can be board approved and start first day of the season)
- First Aid/CPR/AED Certification verification*
- SAVE Workshop Certificate
- Child Abuse Reporting Certification
- Concussion Management
- DASA workshop certification
- Application to NYS higher education for coaching certification.

The head coach/assistant/non-paid coach is then referred to our personnel department for drug screen and fingerprinting.

The head coach/assistant/non-paid coach is then referred to our board of education for approval.

The Athletic Department can not recommend that the coach be approved by the board until the above requirements are met. The applicant cannot assist with any team by giving instruction or supervision to student-athletes until he/she is approved by the board. **It is up to the applicant to be sure all paperwork is turned into the Athletic Department.**

*Contact Charles Frayer at cfrayer@cvcgsd.stier.org for certification for CPR/First Aid



Coaching Requirements/Licensing Chenango Valley School District:

- 1) Complete attached application and submit it to Athletic Director (**must be signed by the coach you are assisting**). **This must be done each season you coach.**
- 2) Apply for a NYS coaching license as follows (follow attached instructions). (\$50 fee) You must have the following before you will be approved for a license and must be applied for each year for coaching.
 - a. Valid First Aid Certification
 - b. Valid CPR/AED Certification
 - c. SAVE Workshop Certificate (this may be taken on line at www.gstboces.org/save. (\$25.00 fee) - <http://www.violenceworkshop.com/>)
 - d. Child Abuse Reporting Certification (this may be taken on line at www.nysmandatedreporter.org) (free)
 - e. Concussion Management (on line) www.nysphsaa.org or <http://www.nysphsaa.org/safety> (free)
 - f. DASA workshop certification
 - i. Binghamton University - <http://www.binghamton.edu/gse/dasa/dasa.html>
 - ii. (you may take first half of this on line at www.gstboces.org/dasa) (\$70 fee = 3 hours in person and 3 hours on line)
- 3) Once these requirements have been submitted, your application is sent to our Human Resources Department and they will contact you to set up fingerprinting.
- 4) Once this has been accomplished, your name will be submitted for board approval as a non-paid coach by the Chenango Valley Central School District Board of Education. This appointment will be good for the specified sport season/year. **You may not assist the coach by working with athletes until you are board approved.**

If you continue to coach, you must complete the following courses within the specified time frame and they must be submitted. (two options)



The NFHS NYS Specific Second Pathway Process is outlined below:

I. First Temporary Coaching License – No Change

- a. SED Approved First Aid course
- b. SED Approved CPR/AED course
- c. Child Abuse recognition course
- d. School Violence Prevention Course,
- e. DASA training
- f. Fingerprinting

II. Second Temporary Coaching License (First Renewal) – No Change

- a. SED Approved First Aid course
- b. SED Approved CPR/AED course
- c. Child Abuse recognition course
- d. School Violence Prevention Course,
- e. DASA training
- f. Fingerprinting

Not required for certification, however required by District to coach: Concussion Course (Every 2 years)

Option I

- SED Approved First Aid course
- SED Approved CPR/AED course
- Completion of Principles, Philosophy and Organization of Athletics in Education
- Child Abuse recognition course
- School Violence Prevention Course
- DASA training
- Fingerprinting
- Concussion Course (Every 2 years)

Option II

- SED Approved First Aid course
- SED Approved CPR/AED course
- **NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)**
- Child Abuse recognition course
- School Violence Prevention Course
- DASA training
- Fingerprinting
- Concussion Course (Every 2 years)



IV. Professional Coaching Certificate (by year 5)

Option I (Current Requirements): Must be followed if the coach was issued the third temporary using this option	Option II (NFHS) Must be followed if the coach was issued the third temporary using this option
SED Approved First Aid course	SED Approved First Aid course
SED Approved CPR/AED course	SED Approved CPR/AED course
Completion of Principles, Philosophy and Organization of Athletics in Education	NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
Health Sciences Applied to Coaching	NFHS Accredited Interscholastic Coach Certificate (CIC-Level 2)**
Theory & Techniques of Coaching (sport specific)	Internship – 30 hours***
Verification of three years of coaching	Verification of three years of coaching
Child Abuse recognition course	Child Abuse recognition course
School Violence Prevention Course,	School Violence Prevention Course,
Fingerprinting	Fingerprinting
Not required for certification, however required by District to coach: Concussion Course (Every 2 years) (Kept at local level)	



HOW TO APPLY FOR A COACHING LICENSE ON TEACH (NYSED'S DATABASE/SYSTEM)

1. **APPLICATION:** You apply online per instructions below-there is no paper application. (If you do not have any college coursework or degree information to add to the education section of the application, add your high school information in order to proceed.) If you have problems applying on TEACH, please contact me while on/in TEACH.

Go to www.nysed.gov/tcert/homepage.htm

- If a **first-time user**, click on **Self-Register to Access TEACH** and then **STEP 1: Self-Register** create a Login Account.

- If you **already have a TEACH account**, click on **STEP 2: LOGIN** to TEACH system.

Apply for Certificate (on TEACH):

USERID _____ **PASSWORD** _____

Click on "Apply for a Certificate."

Select your certificate as follows:

- Select an Area of Interest Other School Service
- Select a Subject Area Coaching
- Select a Grade Level Adolescent – Grades 7-12
- Select a Title Select a Sport
- Select a Type of Certificate Select Type from Dropdown

If you need to apply for more than one sport, you will be prompted to select an additional certificate.

Your application **MUST BE** reviewed by the BOCES Regional Certification Office. Choose your local BOCES (Schuyler, Steuben, Chemung, Tioga, and Allegany Counties) or select school district option (SSCTA BOCES will pop up).

Then, pay for certificate. Print payment confirmation for your records.

Mail all required documents to Betty DeNardo @ BOCES (address below).

Be sure your AD or district enters the required superintendent statement on your TEACH account (to prove they've hired you as

The coach for this sport).

2. **FEE:** Application fee is paid online (TEACH) by credit card. \$50.00 for EACH application (one sport per application). Print payment confirmation for your records, if desired.

3. **DOCUMENTATION:** Please mail valid First Aid and CPR certificates, 3 workshop certificates, & coaching course certificates to me. You or the AD must forward all materials to me before an evaluation/review of credentials will be done. (All items must be complete or no certificate will be issued. NYSED will not back-date certificates).

Please provide me the actual, signed Child Abuse, S.A.V.E. & DASA workshop certificates. The free online Child Abuse workshop is at www.nysmandatedreporter.org. The \$25 online S.A.V.E. workshop is @ www.gstboces.org/save .

As of 1/1/14, NYSED added another workshop, DASA. www.gstboces.org/dasa \$70 3hrs in person then 3hrs online.

Retain copies of all workshops & first aid/CPR certificates for your records.

4. **FINGERPRINTING:** Fingerprint clearance for certification is required. Go to www.highered.nysed.gov/tcert/ospra/home to apply and pay the application fee (\$90.25 on TEACH). If you are employed by a school district that purchases the GST BOCES fingerprinting service, you will be referred to the BOCES' Livescan contact by your district.

5. **SCHOOL STATEMENT:** Please notify your Athletic Director when you apply for a specific Temporary Coaching License (know the level & sport i.e. 2nd temp.-basketball). The Athletic Director will have the TEACH Superintendent Statement completed (**your license cannot be processed until the Superintendent Statement has been completed on TEACH**).

PLEASE SEND ALL COACHING LICENSE SUPPORTING DOCUMENTATION:

Brad Tomm

btomm@cvcsd.stier.org

607-762-6904