

Guidelines for Coaches



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Background of Coaches



- **Certified Physical Education Teacher**
- **Other Certified Teachers**
- **Non-Teacher Coaches**

Certified Physical Education Teacher



- **May coach any sport in any school**
- **Must meet First Aid/CPR requirement**
 - **Verification kept on file in District**
- **Does not need to apply for Coaching License**

Other Certified Teachers



- **Must meet First Aid/CPR requirement**
 - Verification kept on file in District
- **Complete Coaching Courses**
 - Course I- Within 2 Years of Initial Appointment
 - Course II & III- Within 5 years of Initial Appointment
 - Verification kept on file in District
- **Does not need to apply for Coaching License**

Non-Teacher Coaches



- **A person who does not hold a valid NYS Teaching/PPS Certification**
- **May be appointed as a Temporary Coach when no certified teachers are available with experience**
- **Must obtain a Temporary Coaching License prior to the start of the season whether paid or volunteer**

Levels of Coaching License



- **Temporary License**
- **Temporary 1st Renewal**
- **Temporary 2nd Renewal**
- **Temporary 3rd Renewal**
- **Temporary 4th Renewal**
- **Professional**
- **Professional Renewal**

Requirements of Coaching Licenses



- **Temporary License**

- Valid First Aid
- Valid CPR
- Fingerprint Clearance
- Child Abuse
- School Violence
- DASA (Dignity for All Students)
- School District Recommendation

- **Temporary 1st Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- School District Recommendation

Requirements of Coaching Licenses



- **Temporary 2nd Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Course I: Philosophy, Principles, and Organizations of Athletics OR NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- School District Recommendation

- **Temporary 3rd Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Course II: Health Sciences Applied to Coaching OR NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- School District Recommendation

- **Temporary 4th Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Course III: Theory and Techniques of Coaching specific to the sport being coached OR NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- School District Recommendation

Requirements of Coaching Licenses



- **Professional**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- All 3 Coaching Courses:
 - Course I: Philosophy, Principles, and Organization of Athletics
 - Course II: Health Sciences Applied to Coaching
 - Course III: Theory and Techniques of Coaching (specific to the sport being coached)
 - OR in lieu of Course I, II, III: NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1), NFHS Certified Interscholastic Coach Certificate (CIC-Level 2) & Internship
- 3 years of experience as a NY licensed coach in the same sport (Must submit verification in TEACH or from school district.)

- **Professional Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Last 3 years of positive evaluations from school district

Completing the Requirements



First Aid and CPR

- Titles must be exact match to course on SED approved list

COURSES ACCEPTED AS MEETING THE COACHES FIRST AID AND CPR/AED REQUIREMENT (Update) August 2016	
<p>*FIRST AID – All cards and/or certificates must be renewed per certifying agency requirements NO FULLY ONLINE COURSES ARE ACCEPTED. ALL COURSES MUST INCLUDE HANDS ON LEARNING.</p>	
<p>*Please note- Review courses are only accepted with proof of taking initial course. Participant must possess a current certificate (or equivalent) in order to take a review course. Challenge courses are not accepted by NYSED.</p>	
1.	A NYS State Education Department approved agency that offers First Aid using the SED course outlines and time requirements: 12 hours initial; 5.5 hours update (http://www.p12.nysed.gov/cia/pe/coaching.html - Click on Toolkit, then on Approved Coaching Courses)
2.	American Red Cross <ul style="list-style-type: none"> o Responding to Emergencies First Aid o Responding to Emergencies Comprehensive First Aid o Responding to Emergencies Comprehensive First Aid /CPR/AED o Responding to Emergencies Adult and Child First Aid/CPR/AED o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED and Bloodborne Pathogens Training o Responding to Emergencies Adult and Child First Aid/CPR/AED and Bloodborne Pathogens Training o Emergency Medical Response o Lifeguarding o Shallow Water Lifeguarding o Water Attraction Lifeguarding o Lifeguarding/First Aid/CPR/AED o Lifeguarding/First Aid o Waterfront Lifeguarding
3.	American Safety & Health Institute (ASHI) <ul style="list-style-type: none"> o Advanced First Aid
4.	Emergency Care & Safety Institute (ECSI) <ul style="list-style-type: none"> o First Aid, CPR, and AED o Wilderness First Aid o Sports First Aid and Injury Prevention
5.	National Safety Council <ul style="list-style-type: none"> o Advanced First Aid, CPR, and AED
6.	NYS Department of Health (DOH) Bureau of Emergency Medical Services <ul style="list-style-type: none"> o Certified First Responder
<p>SED does not require the following to show separate certification in First Aid to coach, HOWEVER A VALID CPR CERTIFICATE WILL BE REQUIRED:</p> <p>a. All Nurses (RN, LPN, NPI) b. Physician – Physician Assistant (MD, DO) c. Certified Emergency Medical Technician (EMT) and Paramedic d. Certified Athletic Trainer (ATC) e. Fire & Police Officers (full time) f. Dentists (Includes Oral and Maxillofacial Surgeons) g. Physical Therapists h. Optometrists</p>	

COURSES ACCEPTED AS MEETING THE COACHES FIRST AID AND CPR/AED REQUIREMENT (Update) August 2016	
<p>*ADULT CARDIOPULMONARY RESUSCITATION (CPR) – All cards and/or certificates must be renewed per certifying agency requirements NO ONLINE COURSES ARE ACCEPTED</p>	
1.	A 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 check out www.emsc.nysed.gov/cia/physical.html - Click Toolkit, then on Approved Coaching Courses)
2.	American Heart Association Courses (AHA) <ul style="list-style-type: none"> o Advanced Cardiac Life Support (ACLS) o Basic Life Support for Health Care Providers (BLS Provider) o Heartsaver CPR/AED o Heartsaver First Aid/CPR/AED
3.	American Red Cross Courses <ul style="list-style-type: none"> o Basic Life Support for Health Care providers (BLS) o CPR/AED for Professional Rescuers and Health Care Providers o CPR/AED for Professionals o Adult CPR/AED (Note: For High School level coaches only) o Adult & Child CPR/AED o CPR/AED for the Professional Rescuer o Lifeguarding o Lifeguarding/First Aid/CPR/AED o Waterfront Lifeguarding o Shallow Water Lifeguarding o Water Attraction Lifeguarding o Emergency Medical Response o Responding to Emergencies Comprehensive First Aid /CPR/AED o Responding to Emergencies Adult and Child First Aid/CPR/AED o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED and Bloodborne Pathogens Training o Responding to Emergencies Adult and Child First Aid/CPR/AED and Bloodborne Pathogens Training
4.	American Safety & Health Institute (ASHI) <ul style="list-style-type: none"> o Adult CPR/AED (For High School Coaches only)
5.	Emergency Care & Safety Institute (ECSI) <ul style="list-style-type: none"> o First Aid, CPR and AED o Sports First Aid & Injury Prevention-NYS Coaches o Health Care Provider CPR & AED
6.	National Safety Council (NSC) <ul style="list-style-type: none"> o Adult and Child CPR & AED o Adult, Child and Infant CPR/AED o BLS Healthcare and Professional Rescuer
7.	NYS Department of Health (DOH) Bureau of Emergency Medical Services <ul style="list-style-type: none"> o Certified First Responder
<p>*For further clarification on other specific First Aid/CPR/AED certifications not listed, please contact the Associate in Physical Education at (518) 474-5922.</p>	

Completing the Requirements



Child Abuse Recognition and Reporting , School Violence Prevention & DASA

- All workshops required for anyone seeking certification through the NYS Education Department
- Child Abuse workshop can be completed on-line at www.nysmandatedreporter.org (Free)
- S.A.V.E./Violence Prevention workshop can be completed on-line at www.gstbooces.org (\$23.00)
- D.A.S.A. workshop may be completed through Section III Athletics (315) 451-4588
- For a complete approved provider listing of all required workshops, go to www.highered.nysed.gov/tcert . Click on the Topics A-Z found at the top of the webpage. Select the letter “W,” click on the bullet subtitle of the workshop you are seeking. Costs will vary.
- Applicants will receive Certificate of Completion that will be signed and submitted to NYSED
- Once workshops are entered in TEACH they remain valid

UNACCEPTBLE CERTIFICATE


Certificate of Completion


**Mandated Reporter Training:
Identifying and Reporting Child Abuse and Maltreatment
2.0 hours**


Date Completed: 04/03/2016

Sponsored by the
New York State Office of Children and Family Services

through a training and administrative services agreement with the
Center for Development of Human Services, Institute for Community Health Promotion, SUNY Buffalo State

 Office of Children and Family Services

 CENTER for DEVELOPMENT of HUMAN SERVICES
INSTITUTE for COMMUNITY HEALTH PROMOTION
SUNY BUFFALO, The Next Generation of New York



ACCEPTBLE CERTIFICATE

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

Certification of Completion
(Coursework/Training in Identification and Reporting of Child Abuse and Maltreatment)

Part A: Trainee Information

- Trainees must complete all items in Part A. Return to provider for completion of Part B, "Certification by Approved Provider"
- The provider will return the Certification form, with Part B completed, to the trainee. It is the trainee's responsibility to submit the original copy of this Certification to the New York State Education Department at the appropriate time. It should be submitted along with other relevant forms when the trainee applies initially for, or renews, a license, registration certificate, permit, or teaching certificate.
- Address for submitting form is as follows:
 - Professional License or Permit:** New York State Education Department, Division of Professional Licensing Services, (give name of profession), 89 Washington Avenue, Albany, NY 12234.
 - Registration Licenses:** Your certificate should be included with your registration application in the envelope provided with those materials.
 - Teacher Certificate:** New York State Education Department, Office of Teaching, 89 Washington Avenue, Albany, NY 12234.

1 SOCIAL SECURITY NUMBER: 2 BIRTH DATE: Month Day Year

(Leave this blank if you do not have a U.S. Social Security Number)

3 PRINT YOUR FULL NAME EXACTLY AS IT CURRENTLY APPEARS ON NEW YORK STATE EDUCATION DEPARTMENT RECORDS

Last

First

Middle

4 MAILING ADDRESS (You must notify the Department promptly of any address or name changes.)

Line 1

Line 2

Line 3

City

State Zip Code

5 Complete information below if you hold, or are applying for professional license(s) or a permit:

Name of Profession(s): _____

New York State License Number:

New York State License Number:

Permit Number:

6 Complete information below, if you hold, or are applying for a teaching certificate:

Certificate Title(s): _____

New York State Certificate Number (other than Social Security Number, if any):

Trainee's Signature: _____ Date: ____/____/____

Part B: Certification by Approved Provider

- Provider must complete Part B.
- Two copies should be returned to the trainee within ten calendar days of the completion of the coursework or training.
- The provider of the coursework or training must retain a copy. This copy must be retained in the provider's files for not less than five years from the date the course was completed.

Pursuant to Chapter 544 of the Laws of 1988, I certify that the person indicated in Part A has completed the required coursework or training regarding the identification and reporting of child abuse and maltreatment.

Cheryl L. Beamon Cheryl L. Beamon
Signature of Authorized Certifying Officer Name of Authorized Certifying Officer
Center for Development of Human Services, Buffalo State 30099
Approved Provider Name Identification Number Date(s) of Coursework or Training
11/12/2014

Certification of Completion Form, October 2008

Completing the Requirements



School District Recommendation

- Superintendent of schools shall submit a statement to the NYSED via TEACH
- Statement must match license application title
- Statement must have current hire date to specific season
- Work with Athletic Director to ensure statement is entered

Completing the Requirements



Coaching Courses

Work with School District Athletic Director to take coursework

- **Course One-** Philosophy, Principles and Organization of Athletics
- **Course Two-** Health Sciences Applied to Coaching
- **Course Three-** Theory and Techniques of Coaching

- All three courses are now also available online from SUNY Cortland.
- For more information contact Debra Whitney in the Center for Education Exchange, SUNY Cortland at whitneyd@cortland.edu Or (607) 753-4214.

- For a complete listing of approved coursework providers visit: <http://www.p12.nysed.gov/ciai/pe/pecoaching.html>

Completing the Requirements



NFHS On-line Coaching Courses

Work with School District Athletic Director to take coursework

- **NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1) includes:**
 - i. Fundamentals of Coaching (NYS Specific): \$35
 - ii. First Aid, Health and Safety For Coaches: \$45
 - iii. Concussion in Sports: Free
 - iv. One Sport Specific course of your choice. Range \$35-\$75 All courses can be found at <http://nfhslearn.com>

- **NFHS Certified Interscholastic Coach Certificate (CIC-Level 2) includes:**
 - i. Fundamentals of Coaching (NYS Specific) (Included in AIC)
 - ii. First Aid, Health and Safety For Coaches (included in AIC)
 - iii. Concussion in Sports (Included in AIC)
 - iv. One sport-specific course of your choice (included in AIC)
 - v. Creating a Safe and Respectful Environment: Free
 - vi. Strength and Conditioning: \$50
 - vii. Teaching and Modeling Behavior: \$20
 - viii. Engaging Effectively with Parents: Free
 - ix. Sportsmanship: Free
 - x. Sports Nutrition: Free
 - xi. Heat Illness Prevention: Free

- **Internship: 30 hour minimum.** Includes; Internship Evaluation Form completed (Kept at local level) and Coaching Internship Attestation (Sent to SED).

Reminder



- **NFHS Pathway is only acceptable for individuals seeking TCL (Temporary Coaching License) 2nd-4th Renewal or a PCL (Professional Coaching License).**



Completing the Requirements



Fingerprint Clearance

- Apply Online for Fingerprint Clearance & Appointment at www.IdentoGo.com Make Payment through account-\$ 102 fee. Use ORI Number- TEACH
- Schedule Appointment at nearest location
- In some cases hiring school district will pay for associated fees. Process is slightly different
- Once Fingerprints are cleared through the FBI and DCJS-clearance will be listed in TEACH
- Clearance remains valid

Important Notes



- **Temporary License valid for 1 year**
- **Professional License valid for 3 years**
- **Can skip Temporary 3rd & 4th Renewal when requirements of Professional can be met**
- **Licenses are no longer printed**
- **Grandfather Clause: Employed as a coach in a New York State school on or before September 1, 1974 and have not broken service may continue to coach any sport**

Important Notes



- **Non-Strenuous/Non-Contact Sport- (Bowling, Golf, Archery, Rifle, Shuffleboard, Table Tennis)**
 - Need only Course I for Professional
- **Competitive Cheerleading (includes pyramid building and/or toss; partner stunts; lifts; jumps and tumbling) has been added to coaching.**
- **If using Option II -NFHS certification for additional specific sport certificates, you must submit the Coaching Internship Attestation form for the sport and the NFHS Sport Specific course completed.**

Application Process



- All Coaching License applications are completed through the NYS TEACH system
- www.highered.nysed.gov/tcert
- Applications can be assigned to either the NYSED office or to a BOCES Regional Certification Officer
- Applications processed by BOCES RCO are generally expedited in a more timely fashion.

Application Process

- Visit www.highered.nysed.gov/tcert
- Click red TEACH Online Services Box

NYSED
Office of Teaching Initiatives

Search-OTI

Home / Register / CTLE

Welcome to the Office of Teaching Initiatives Web site

Teachers in NY
Subscribe
to receive important
certification information

Our Address:
Certification
Office of Teaching Initiatives
NYS Education Department
89 Washington Ave., 5th ED
Albany, New York 12234

News

- [New Registration and Continuing Teacher and Leader Education \(CTLE\) Requirements](#) | Updated 07/14/2016
- [Safety Nets for Academic Literacy Skills Test \(ALST\), Educating All Students test \(EAS\), certain redeveloped Content Specialty Tests \(CSTs\) and edTPA safety nets](#) | Updated 05/12/2016
- [Revised Endorsement Pathway](#) | Updated 07/13/2016

Search Certification Requirements

TEACH Online Services

Review the requirements for certificates issued in New York.

Apply for certification, register your certificate, check the status of your application and more.

Quick Links

- 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.”
- Any TEACH issues- contact TEACH Help Desk (518) 486-6041

TEACH Online Services

TEACH is compatible with Google Chrome and Internet Explorer 11.

Log in to TEACH

Forgot your Username or Password? Click Here

OR

Create a NY.gov TEACH account	Add TEACH to a NY.gov account	Employer, Administrator & College Access
If you do not have a NY.gov TEACH account, create one here	If you have a NY.gov account with another State Agency, click here	Public School Districts, Private School Administrators, and new York College/University access to Ny.gov TEACH

TEACH Help Links

- Enter Username & Password to Sign In



Please login after reading the [Acceptable Use Policy](#) below

NY.gov ID

Username:

Password:

Sign In

Forgot your [Username](#) or [Password](#) ?
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse.
9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy or other policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and/or other State sites.

- On the following Screen click TEACH Online Services

TEACH Home Page

- Edit and/or update personal information from the “Update / Add Education, Employment and Personal Information” link
- View TEACH profile and/or status of applications from the “Account Information” link
- Select “Apply for Certificate” link to begin application
- Application fee can be submitted at the time of application or at a later time/date by selecting “Pay for Certificate Application”

8/24/2016

TEACH Home

TEACH Home

Profile Links

- Update/Add Education, Employment and Personal Information

Inquiry Links

- Account Information
- View Registration Status

Online Application

- Apply for Certificate
- I would like a printed certificate
- Apply for a Time Extension

Professional Development

- Maintain Your Professional Development Record

Payment Links

- Pay for Certificate Application

Retiree Links

- Apply for a Retirement Waiver

Apply for Certificate

Important Things to Know:

- An application is not complete until a payment has been submitted.
- If regulations change before a payment is made, you will be required to satisfy the requirements in place when payment is made.
- Applications are valid for three years from the application date or two evaluations, whichever occurs first.
- Not all classroom teaching certificates are available via all pathways. If you do not find the pathway you are looking for, the certificate may not be available through that pathway. For example, Early Childhood (Birth - Grade 2), Childhood Education (Grades 1-4), Generalist in Middle Childhood Education (Grades 5-6), English Language Arts 5-9, English Language Arts 7-12 and Literacy are not available as first certificates using the individual evaluation pathway.
- All documents sent to the Office of Teaching Initiatives by you or on your behalf must include identifying information (your name as it is in TEACH, the last four digits of your social security number and your date of birth).
- You will need access to a printer; this page is only available during the application submission.

Sections in this Application

• Verify/ Update Profile

What you need to complete the Profile section:

- Confirm your name including spelling, prefixes, and suffixes. Your name in TEACH must match the name on your identification that you use to take your certification exams and get fingerprinted.
- Update your mailing address, email, and phone number(s). Your email address is required so the Office of Teaching can correspond with you.
- Confirm your U.S. Citizenship status (Y/N)
- Enter in your education information. You must report all colleges/institutions that you attended after high school. It may be helpful to have your college transcripts available for reference.
- For New York State College Teacher Education Program completers only, you need your college program code for the certificate you are applying for from your institution.

• Select Certificate(Do not know what to apply for ? Search Certificate Requirement)

What you need to complete the Select Certificate section:

- The certificate area, subject area, grade level, title, type of certificate (initial, Level I), and pathway.
- For New York State College Teacher Program completers only, you need your college program code for the certificate you are applying for from your institution.

• Sign Affidavit

• Sign Application

• Application Transaction Summary

• Payment

What you need to complete the Payment section:

- A Credit Card, we only accept VISA or MASTERCARD.
- If you choose to mail in your payment (only cashier's check or U.S. Postal money order) you will need access to a printer.

Already applied, but didn't pay? Click the "Cancel" button below to go back to TEACH Home, and then select "Pay for Applications" in the "Payments Links" section.

Cancel

Next

Read through information & then select Next

Step 1

- Once on this screen, click next.
- Continue to click next until TEACH system ask you to “select your certificate”

-OR-

- Edit Education and/or Employment if prompted to.

Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Personal Information

Name	John A Doe	SSN	012-34-5678
Date of Birth	01/02/1990	Gender	Male
Email	j.doe@coah.com	Address	123 Co. Rt. 4 Syracuse NY, 56789
Home Phone	012-345-6789	Work Phone	987-654-3210
US Citizen	Y		

Education Information

College/University	Location	Degree Earned	Major	From	To	Date Received
MOHAWK VALLEY COMM COLL	NY	Associate Level	Art	01/01/2009	06/01/2014	

Employment Information

- Edit Education and/or Employment
- Select “Add” and “Done”
- Click “Next”

Enter New Education Information

Approved New York Teacher Certification Programs

Select this radio button if you completed a program at a New York State institution of higher education that leads to a recommendation for a teaching certificate. Contact the certification office at your college/university for a Student Application Information Sheet containing the necessary information regarding award title (degree awarded), program code and title, and major field of study to complete this portion of the application.

All Other Programs and Coursework - Including High School

All Other Programs

Required fields are marked with an asterisk ()

*Country

*State/Province

Non US/Canada

*Institution

† High School Leave Blank

*If your College or University was not in the drop down above, enter the name here or enter your High School Name

*Degree

*Major

For High School, choose Other

If other, Enter the Major: (For High School, enter High School)

Date Degree Received

If you do not know the exact dates of attendance, please enter the first day of the month.

*Attended From

*Attended To

*Number of Credits

Step 2 - Select Certificate(s)

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Step 1 -
Verify/
Update Profile

Step 2 -
Select
Certificate
(s)

Step 3 - Sign
Affidavit

Step 4 -
Confirm and
Sign
Application

Step 5 - Make
Payment

Personal Information			
Name:	John A. Doe	SSN:	012-34-5678
Teacher ID:		Date of Birth:	01/02/1990
Address:		Gender:	Male

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc) through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

You are only able to apply for one certificate at a time. If you are applying for your first Initial certificate, you must first apply for the certificate that you completed the edTPA for. If you would like to apply for more than one certificate, you will need to repeat the entire application process. You do not have to pay separately. You may submit your applications and return to the TEACH home page. Select Payment Links to pay for all of your applications at one time.

New Certificates and Applications	
Select your Certificate Title	
Select your Area of Interest	Other School Service
Select your Subject Area	Coaching
Select the Grade Level	Adolescent - Grades 7-12
Select the Title	Coaching Field Hockey 7-12
Select your Certificate Type	
Select the Type of Certificate	Temporary Coaching License

Please make your selections and then click the "Add" button.

Add

Step 2

- Select certificate area
- Choose the Level that is appropriate for you
- Then Click "Add"

Step 2 - Select Certificate(s)

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Personal Information			
Name	John A Doe	SSN	012-34-5678
Date of Birth	01/02/1990	Gender	Male
Email	j.doe@coah.com	Address	123 Co. Rt. 4 Syracuse NY, 56789
Home Phone	012-345-6789	Work Phone	987-654-3210
US Citizen	Y		

Based on your self-reported education and the answers to the previous questions, TEACH has determined that the evaluation pathway(s) listed below are available to you to obtain your **Other School Service , Temporary Coaching License , Coaching Field Hockey 7-12** certificate.

Please take a moment to read detailed descriptions for each pathway before you make your choice.

For more information please view [Which Pathway is Right for me?](#)

Please select the pathway you wish from those available below.

Pathway: Individual Evaluation

- Valid First Aid Course Accepted as Meeting NYS Coaching Requirements
- Valid CPR Certification Accepted as Meeting NYS Coaching Requirements
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance
- Workshop - Dignity For All Students Act
- School District Recommendation

Next 

Step 2 cont.

- Select the circle for **Individual Evaluation Pathway**
- Then Select Next

Step 1 -
Verify /
Update Profile

Step 2 -
Select
Certificate
(s)

Step 3 - Sign
Affidavit

Step 4 -
Configure and
Sign
Application

Step 5 - Make
Payment

Personal Information

Name	John A Doe	SSN	012-34-5678
Teacher Id		Date of Birth	01/02/1990
Address		Gender	Male

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc) through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

You are only able to apply for one certificate at a time. If you are applying for your first Initial certificate, you must first apply for the certificate that you completed the edTPA for. If you would like to apply for more than one certificate, you will need to repeat the entire application process. You do not have to pay separately. You may submit your applications and return to the TEACH home page. Select Payment Links to pay for all of your applications at one time.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest

Select your Subject Area

Select the Grade Level

Select the Title

Select your Certificate Type

Select the Type of Certificate

Please make your selections and then click the "Add" button.

Add

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway	Remove
Other School Service	Coaching Field Hockey 7-12	Temporary Coaching License	Pathway: Individual Evaluation	<input type="checkbox"/>

Remove

Certificates and Applications on File

Certificate	Date Applied	Date Issued	Effective Date	Date Expires	Status
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Next

Step 2 cont.

- After selecting Individual Evaluation Pathway system will take you back to add another certificate
- Click "Next" at bottom to bypass this page
- Then system will ask you to assign to SED or BOCES RCO
- Choose BOCES RCO

Step 2 - Select Certificate(s)

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application may be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices.

Personal Information			
Name	John A Doe	SSN	012-34-5678
Date of Birth	01/02/1990	Gender	Male
Email	j.doe@coah.com	Address	123 Co. Rt. 4 Syracuse NY, 56789
Home Phone	012-345-6789	Work Phone	987-654-3210
US Citizen	Y		

Review Type
Please select an option:
<input type="radio"/> I want my application to be reviewed by the State Education Department
<input checked="" type="radio"/> I want my application to be reviewed by the BOCES Regional Certification Office
Please Note:
<ul style="list-style-type: none">If your school district is not listed, your application must be evaluated by the State Education Department.Your home address determines which BOCES will evaluate your application. If more than one BOCES is listed for the county you selected, contact the BOCES to find the appropriate office for your application.
OR
If you are seeking employment with a school district that is affiliated with a BOCES, you may choose to have that BOCES evaluate your application. In this case, choose the school district for which you are seeking employment.
Select a school district or county from the drop down lists, then select from the available BOCES Certification Offices.
School District
<input type="text" value="---Select---"/>
- or -
County
<input type="text" value="COUNTY OF ONONDAGA"/>

BOCES Institutions			
	Name of BOCES Institution	Address	Phone
<input type="radio"/>	OSWEGO BOCES	279 COUNTY RTE 46, MEXICO, NY 13116	315-663-4222
<input type="radio"/>	NASSAU BOCES	71 CLINTON RD, GARDEN CITY, NY 11530	516-296-9200
<input checked="" type="radio"/>	ONONDAGA-CORTLAND-MADISON BOCES	680 THOMPSON RD, SYRACUSE, NY 13201	315-433-2502

Next

Step 2 cont.

- System will ask you to assign to SED or BOCES RCO
- Choose BOCES RCO
- Click “Next”

Finish Certification Application



- **Sign Affidavit**
- **Confirm and Sign Application**
 - **Make Payment -\$50**
- **Send all Documentation Attention:**

Elaine Liszewski
Regional Certification Officer
OCM BOCES
PO BOX 4754, Syracuse, NY 13221

Handouts



- **OCM BOCES Coaching Application Instructions Packet**
- **Temporary / Professional Coaching License Checklist**