

**TEACH ONLINE CERTIFICATION SERVICES  
NON-TEACHER COACHES APPLICATION PROCESS**

PROVIDED BY THE GENESEE VALLEY EDUCATIONAL PARTNERSHIP REGIONAL CERTIFICATION OFFICE

Non-teacher coaches (including paid coaches and volunteers) are required to apply through the NYSED TEACH online system. **Only set up your TEACH account one time.** After you have established your account, you can access it to apply and reapply for additional certification or to update personal information. Genesee Valley Regional Certification Office serves component districts covered by: Genesee Valley Educational Partnership; Wayne Finger Lakes BOCES and Monroe 2 BOCES. Be sure to select this Regional Certification Office to complete the evaluation if you will be coaching for any of these component districts. If you are uncertain, please contact [ssinclair@gvboces.org](mailto:ssinclair@gvboces.org) for clarification.

#### **SETTING UP TEACH ACCOUNT**

- 1) Go to [www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/) and click "TEACH Online Services" button.
- 2) If you are new to TEACH, click "Self Registration" to create a TEACH account. Follow steps to establish an account. You will encounter a STOP sign twice in this process and is a warning for individuals who have already established an account. Continue past these screens in order to create the account. (If you already have a TEACH account click "Login to TEACH" to access your information. DO NOT SET UP ANOTHER ACCOUNT.)
- 3) Once personal information is entered and verified in setting up your account, click "SUBMIT."
- 4) **Keep track of your user ID and password!**

**NOTE:** If you have difficulty accessing your TEACH account, you will need to contact the **TEACH Help Line at 518-486-6041** for assistance.

#### **APPLYING FOR CERTIFICATION**

- 1) Go to [www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/) and click on the "TEACH Online Services" button.
- 2) Click "Login to TEACH" and log in using your User ID and password.
- 3) Click "TEACH Online Services" and under Online Application, click "Apply for Certificate."
- 4) Click "Next" and complete "Enter/Edit Employment". If you have not already done so, be sure to enter name of school you will be coaching for. [If you have not coached enter "From Date" as the first day of the current month and the "To Date" as the date you are applying.] The name of the district is required. Under "Employment Type" click "Part Time" and enter 20 hours estimated. The Certification Office will update the employment history as licenses have been issued.
- 5) Select "Enter/Edit Education" information and click "All Other Programs and Coursework" radio button (this button is preset at top of page and will need to be changed by you). Complete basic education and date of degree(s). Click "ADD" and select "DONE."
- 6) Click on "Apply for a Certificate" and "Selecting Certificate(s)" and complete as follows:

- **Select Area of Interest:** "Coaching"
- **Select Subject Area:** "Coaching"
- **Select Grade Level:** "Adolescent – Grades 7-12"
- **Select Title:** From dropdown list, select specific sport
- **Select Type of Certificate:** From dropdown list, select the license required and click "DONE."

- **Select Pathway:** For first and second year coaching applications - select "Individual Evaluation" from dropdown list  
For third, fourth and fifth Temporary Coaching applications and/or Professional Certification – select from the dropdown list either "Individual Evaluation" if coursework is completed under Option I (i.e., Philosophy, Health and Theory courses) **OR** "NFHS AIC Level 1" or "NFHS CIC Level 2" (depending on the NFHS Level appropriate for you) if coursework is completed under Option II (NFHS).

*If you realize that you have selected the incorrect pathway after you have applied, be sure to notify the Regional Certification Office since this will need to be corrected. If you are uncertain of the correct pathway contact [ssinclair@gvboces.org](mailto:ssinclair@gvboces.org) or call 585-344-7931.*

If not applying for additional certification click "NEXT."

- 7) **IMPORTANT:** Be sure to select Genesee Valley BOCES Regional Certification Office ("Genesee Valley BOCES") to complete the evaluation. Click "to be reviewed by the BOCES Regional Certification Office" and identify the school district you will be working with. It should automatically assign Genesee Valley BOCES to complete the evaluation. Once selected, click "NEXT."
- 8) Step 3 of the process is "Sign Affidavit." Follow the instructions and click "SIGN AFFIDAVIT."
- 9) Step 4 of the process is "Confirm and Sign Application." This screen indicates the cost of the coaching license(s). Read the statement and click "Sign Application." (You can pay online with a credit card or by mailing a postal money order to the State. If you choose to send the payment to the State, print payment coupon and send with a postal money order.) Click "SUBMIT."

**NEW YORK STATE REQUIREMENTS FOR  
NON-TEACHER COACHES 2018-19**  
PROVIDED BY THE GENESEE VALLEY EDUCATIONAL PARTNERSHIP  
REGIONAL CERTIFICATION OFFICE, 80 MUNSON STREET, LEROY, NY 14462 585-344-7931

To be eligible to coach high school sports as a non-teacher (whether paid OR volunteer) a license is required through the NYSED TEACH online system ([www.highered.nysed.gov/tecert/teach/](http://www.highered.nysed.gov/tecert/teach/)). The fee of \$50 for each sport must be paid to the State as part of the online process. Genesee Valley Regional Certification Office (RCO) serves component districts covered by: Genesee Valley Educational Partnership; Wayne Finger Lakes BOCES and Monroe 2 BOCES. Coaching applications are evaluated through GVEP (be sure to select "Genesee Valley BOCES" to complete the evaluation).

**TEMPORARY COACHING LICENSES - License issued for one year (\$50 fee)**

- **1<sup>st</sup> Year Coaches** must apply for a "Temporary Coaching License." Requirements include:
  - Fingerprint Clearance through TEACH – contact MorphoTrust at [www.identoGo.com](http://www.identoGo.com) (call 877-472-6915)- Service Code for registration: 14ZGQT
  - First Aid -- must meet NYSED course outline and requirement for Initial training (must include last 4 digits of SSN and DOB)
  - CPR -- must meet NYSED course outline and requirement for Initial training (must include last 4 digits of SSN and DOB)
  - "School Violence Prevention and Intervention Workshop (Project Save)" -- workshop is completed online through a NYSED approved provider
  - "Identification and Reporting of Child Abuse and Maltreatment Workshop" – workshop completed online through a NYSED approved provider
  - "Dignity for All Students Act" (DASA Bullying Training) – training through NYSED approved providers (Section V is an approved provider)
  - School District Recommendation (Superintendent’s statement must be entered by district)
- **2<sup>nd</sup> Year Coaches** must apply for a "Temporary Coaching License 1<sup>st</sup> Renewal." Requirements: First Aid, CPR and School District recommendation.
- **Candidates for subsequent renewals** must apply for "Temporary Coaching License 2<sup>ND</sup>-4<sup>TH</sup> Renewal." Requirements: First Aid, CPR, School District recommendation and completion of initial coaching coursework as noted below.

**PROFESSIONAL COACHING LICENSES - License issued for three years (\$50 fee)**

- **Professional Certification:** - Must apply for a "Professional Coaching License" or "Professional Coaching License Renewal" as appropriate. Initial Professional Certification requires completion of all coaching coursework AND coach must have held a minimum of three (3) Temporary Coaching Licenses. Requirements for Initial and Renewals: First Aid, CPR, three years of evaluations/verification of experience.

**COACHING COURSE OPTIONS:**

*There are two alternatives available for individuals to meet requirements for coaching coursework.*

- **Option I** is provided through NYSED-approved providers and includes completion of: 1) Principles, Philosophy and Organization of Athletics in Education; 2) Health Sciences Applied to Coaching and 3) Theory & Techniques of Coaching (sport specific). **NOTE:** Monroe 2 BOCES in Spencerport, NY will no longer be providing classes under Option I effective the 2018-19 school year.
- **Option II** is provided through the National Federation of State High School Associations (NFHS) and is completed online at [www.nfhslearn.com](http://www.nfhslearn.com). Coursework includes completion of: 1) Level 1 Accredited Interscholastic Coach (AIC) program; and 2) Level 2 Certified Interscholastic Coach (CIC) program including completion of an internship in accordance with guidelines.

COACHING COURSES LISTED BELOW UNDER EITHER OPTION I OR OPTION II MUST BE COMPLETED WITHIN TWO (2) YEARS OF INITIAL APPOINTMENT TO COACH (Verification for completion should be provided to the RCO with identifying information for evaluation purposes)	
OPTION I	OPTION II – NFHS
<p><b>Course I:</b> Principles, Philosophy and Organization of Athletics in Education completion</p>	<p><b>NFHS LEVEL 1 AIC - ACCREDITED INTERSCHOLASTIC COACH</b></p> <ul style="list-style-type: none"> <li>a) Fundamentals of Coaching (NYS Specific) (\$35)</li> <li>b) First Aid, Health and Safety for Coaches (\$45)</li> <li>c) Concussion in Sports (Free)</li> <li>d) One sport-specific course of choice (Range \$35 to \$75; all courses can be found at <a href="http://www.nfhslearn.com">www.nfhslearn.com</a>)</li> </ul>

COACHING COURSES LISTED BELOW MUST BE COMPLETED WITHIN FIVE (5) YEARS OF INITIAL APPOINTMENT TO COACH If the initial coaching course was completed under either Option I or II additional courses must be completed under same Option. (Verification of completion should be provided to the RCO with identifying information for evaluation purposes)	
OPTION I	OPTION II - NFHS
<p><b>Course II:</b> Health Sciences Applied to Coaching</p> <p><b>Course III:</b> Theory and Techniques of Coaching (sport specific)</p>	<p><b>NFHS LEVEL 2 CIC - CERTIFIED INTERSCHOLASTIC COACH</b></p> <ul style="list-style-type: none"> <li>a) Fundamentals of Coaching (NYS Specific) (included in AIC)</li> <li>b) First Aid, Health and Safety for Coaches (included in AIC)</li> <li>c) Concussion in Sports (included in AIC)</li> <li>d) One sport-specific course of choice (included in AIC)</li> <li>e) Bullying, Hazing and Inappropriate Behaviors: (Free)</li> <li>f) Strength and Conditioning (\$50)</li> <li>g) Teaching and Modeling Behavior (\$20)</li> <li>h) Engaging Effectively with Parents (Free)</li> <li>i) Sportsmanship (Free)</li> <li>j) Sports Nutrition (Free)</li> <li>k) Heat Illness Prevention (Free)</li> </ul> <p><b>Internship Evaluation Information Form:</b> An internship (minimum of 30 hours) will include practical experience in a specific sport. This form is maintained at the district level and is <b>NOT</b> submitted to the State OTI. After the evaluation is completed a Coaching Internship Attestation" will be required.</p> <p><b>Internship Evaluation Attestation Form:</b> Original statement must be completed and signed by the individual evaluating the coach (Athletic Director). Completed form is required for evaluation of INITIAL Professional Coaching Certification and will be submitted to the State OTI with the evaluation recommendation for issuance.</p>

**COURSES ACCEPTED AS MEETING  
THE COACHES FIRST AID AND CPR/AED REQUIREMENT  
REVISED FEBRUARY 2019**

**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. 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.

1. **NYS 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 Approved Coaching Courses).

2. **American Red Cross** (Note: Additional course modules may be on card, but only the core course is considered for acceptance)

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

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

- Advanced First Aid

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

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

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

- Advanced First Aid, CPR and AED

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

- Certified First Responder

- The following professionals do not need to submit a First Aid certificate as part of the coaching application. However, they need to submit valid CPR/AED. Professionals include: a) Certified Emergency Medical Technicians (EMT) and Paramedic; b) Fire and Police Officers (full time)
- Individuals holding a NYS Professional License Issued by the Office of Professions in any of the following medical fields can meet NYS First Aid requirements by submitting verification of their license registration and provide either a current letter of employment or verification of any current First Aid course. They need to submit valid CPR/AED. Professionals include: a) All Nurses (RN, LPN, NP); b) Physician – Physician Assistant (MD, DO); c) Certified Athletic Trainer; d) Dentists (oral and maxillofacial surgeons); e) Physical Therapists; f) Optometrists.

**ADULT CARDIOPULMONARY RESUSCITATION (CPR), (AED)**

All cards and/or certificates must be renewed per certifying agency requirements. Completely online courses are not accepted. All course must include hands-on learning. 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.

1. **NYS 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 at <http://www.nysed.gov/curriculum-instruction/approved-coaching-courses-information> - click on Approved Coaching Courses).

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

- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS Provider)
- Heartsaver CPR/AED (title may include "Pediatric," "K-12 schools" or "First Aid")

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

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

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

- Adult CPR/AED (for high school coaches only); Adult and Child CPR/AED; or Adult Child and Infant CPR/AED

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

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

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

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

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

- Certified First Responder

## WORKSHOP REQUIREMENTS FOR COACHES

### Child Abuse, Project Save, DASA Bullying Training

PROVIDED BY THE GENESEE VALLEY EDUCATIONAL PARTNERSHIP  
REGIONAL CERTIFICATION OFFICE, 80 MUNSON STREET, LEROY, NY 14482

#### IDENTIFICATION AND REPORTING OF CHILD ABUSE AND MALTREATMENT WORKSHOP

The "Child Abuse" workshop can be completed online through any of the following approved providers.

[www.gvboces.org/files/filesystem/CAP%20Certification%20flyer%209%20%20%202024%20%202014.pdf](http://www.gvboces.org/files/filesystem/CAP%20Certification%20flyer%209%20%20%202024%20%202014.pdf)  
[www.op.nysed.gov/training/caproviders.htm](http://www.op.nysed.gov/training/caproviders.htm) – Listing of NYSED Approved Providers  
[www.childabuseworkshop.com](http://www.childabuseworkshop.com)

#### SCHOOL VIOLENCE PREVENTION AND INTERVENTION WORKSHOP (PROJECT SAVE)

The "Project Save" workshop can be completed online through any of the following approved providers.

<https://ideas.gstboces.org/gst/training/save/>  
<http://www.gvboces.org/files/filesystem/SAVE%20Certification%20Flyer%209%20%20%202024%20%202014.pdf>  
[www.violenceworkshop.com](http://www.violenceworkshop.com)  
<http://www.p12.nysed.gov/sss/documents/SVPlistbyprovider.pdf> - Listing of NYSED Approved Providers

#### DIGNITY FOR ALL STUDENTS ACT (DASA)

(Harassment, Bullying, Cyberbullying, Discrimination in Schools: Prevention and Intervention)

The "DASA Bullying Training" requirement went into effect 1/1/2014 and is required for all individuals obtaining certification through TEACH including non-teacher coaches.

- **Section V – NYS PHSAA** is an approved NYSED provider for Section V coaches at **NO COST** for coaches or district. Contact information per the Approved-Provider listing for coaches is:  
**Section V:** [www.sectionv.org](http://www.sectionv.org) (Under "Links" select "Meeting Dates" and Refer to dates under "DASA")
- **Genesee Valley Educational Partnership's Student Support Services Center** is an approved NYSED provider. Their email is [ssscenter@gvboces.org](mailto:ssscenter@gvboces.org) and phone is 585-344-7570. Information is available at the GVEP website: [www.gvboces.org](http://www.gvboces.org) - Under "Programs" click "Student Support Services" and select "Dignity for All Students Act" The link for registration:  
<http://www.gvboces.org/files/filesystem/DASA%20Certification%20Regional%202014.pdf>
- **For a listing of additional "Approved NYSED Providers"** please refer to the following link. The providers' listing is updated on a regular basis. <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>.

**Certificates of completion for trainings** should be signed and submitted to the Regional Certification Office to be credited on TEACH:

Regional Certification Office, Genesee Valley Educational Partnership  
80 Munson Street, LeRoy, NY 14482  
Fax 585-344-7610 Email: [ssinclair@gvboces.org](mailto:ssinclair@gvboces.org)