



# Temporary and Professional Coaching License Requirements for **NON-TEACHER COACHES**

**All non-teacher coaches, including unpaid volunteer coaches, need to obtain a coaching license.** Certified teachers, pupil personnel service providers, and school leaders should not apply for a coaching license.

Applications must be submitted electronically via the NYSED Office of Teaching Initiatives TEACH website at <https://www.highered.nysed.gov/tcert/certificate/typesofcerts-coaching.html>.

If you do not have a TEACH Online Services account, you will need to create one. If you previously created an account that you are unable to access, contact TEACH Help at 518-474-3901 and select option 3 or email [teachhelp@nysed.gov](mailto:teachhelp@nysed.gov).

Log in to your TEACH account and submit an application for the appropriate sport-specific coaching license. Assign the application to Orange-Ulster BOCES for review. The application fee of \$50.00 must be paid online with a credit card.

## REQUIREMENTS FOR EACH LICENSE ARE INDICATED BELOW:

### TEMPORARY (VALID FOR 1 YEAR)

- First Aid/CPR
- Superintendent statement

### TEMP 1ST RENEWAL (VALID FOR 1 YEAR)

- First Aid/CPR
- Superintendent statement

### TEMP 2ND-4TH RENEWAL (VALID FOR 1 YEAR)

- First Aid/CPR
- Philosophy of Athletics course or NFHS Levels 1 & 2 Superintendent statement

### PROFESSIONAL (VALID FOR 3 YEARS)

- First Aid/CPR
- Health Sciences and Theory & Techniques courses or NFHS Level 3 and sport-specific internship
- Superintendent statement

### PROFESSIONAL RENEWAL (VALID FOR 3 YEARS)

- First Aid/CPR
- Superintendent statement

- Employing school district must enter a statement on TEACH for all TCL and PCL applications verifying acceptable First Aid/CPR and employment.
  - » A list of NYS-approved First Aid and CPR courses can be found at <https://www.nysed.gov/sites/default/files/programs/curriculum-instruction/courses-accepted-coaches-first-aid-and-cpr-aed-requirement.pdf>
- Complete the three required workshops: Child Abuse Identification and Reporting, School Violence Prevention and Intervention, and Dignity For All Students Act (DASA).
  - » A list of approved providers for each workshop can be found at [www.highered.nysed.gov/tcert/certificate/workshops-required-for-educator-certification.html](http://www.highered.nysed.gov/tcert/certificate/workshops-required-for-educator-certification.html). Cost varies by provider.
- Apply for fingerprint clearance through MorphoTrust at [www.identogo.com](http://www.identogo.com) using Service Code 14ZGQT. The cost is \$102.50.
  - » Documentation submitted must include your full name as it appears on TEACH and your identifying information (partial SSN and/or DOB).
- Coaching courses must be completed within five years of first TCL issuance.