



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

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

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.

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 (**FREE!**)
 - b. Violence Prevention workshop 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.

Coaching Requirements:

1st 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

1st 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

2nd – 4th Temporary Renewal (third - fifth coaching licenses)

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

1st 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)
- 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 - 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 (ECI) (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

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



WELCOME to LIVESCAN Electronic Fingerprinting

The following describes the step-by-step process to be completed **PRIOR** to appointment:

STEP 1 – CREATE/ACCESS TEACH ONLINE SERVICES ACCOUNT (New York State Education Department’s Online System)

- Go to: <http://www.highered.nysed.gov/tcert/teach/login.html>
- Select either: Self-Registration and follow the steps for creating a TEACH Account or Login to your TEACH Account. Then click on “**TEACH Online Services.**”

STEP 2 – APPLY FOR FINGERPRINT CLEARANCE

- Once you are at your TEACH Homepage screen, scroll down to “**FINGERPRINTING LINKS**”, select “**Apply for Fingerprint Clearance for certification and/or employment.**”
- You will need to Create/Verify/Update Profile and Complete the Fingerprinting Application.

STEP 3 – SIGN THE CONSENT

STEP 4 – SELECT FINGERPRINT METHOD

- Select the LIVESCAN fingerprinting method. (Please note you will not need fingerprint cards.)

STEP 5 – PAYMENT

- The Fee is **\$91.50**.
- BOCES EMPLOYEES - STOP! DO NOT MAKE PAYMENT! SIGN OUT OF TEACH**

LAST STEP – CALL TO SCHEDULE AN APPOINTMENT

- Call: (Syracuse Area – 315-433-2638) **OR** (Cortland Area – 607-758-5221)
Monday - Friday to schedule an appointment. **Appointments will be scheduled Wednesday through Friday, between 10:00 a.m. and 2:00 p.m.**

Syracuse - OCM BOCES, Henry Education Campus, Administration Building,
6820 Thompson Road, Syracuse

Cortland - OCM BOCES, McEvoy Education Campus, 1710 NYS Rte. 13, Cortland

******PLEASE BRING PAYMENT CONFIRMATION, PHOTO IDENTIFICATION AND THIS SHEET WITH YOU TO OCM BOCES******

Please be advised that _____ was Fingerprinted at OCM BOCES LIVESCAN.

Signed: _____ Date: _____ Confirmation #: _____

FREQUENTLY ASKED QUESTIONS

1) What if I have a TEACH account, but don't remember my password?

OCM BOCES is unable to re-set passwords for TEACH accounts. Inquires should be directed to the Office of Teaching Initiatives website <http://www.highered.nysed.gov/tcert/teach/login.html> under "REPORT PROBLEMS USING TEACH" or call (518) 486-6041 from 9:00 a.m. – 4:00 p.m.

2) What if I am having difficulty setting up my TEACH account?

OCM BOCES is not affiliated with the TEACH Online Services and does not have access to accounts. All inquires regarding your TEACH account should be directed to the Office of Teaching Initiatives website <http://www.highered.nysed.gov/tcert/teach/login.html> under "REPORT PROBLEMS USING TEACH" or call (518) 486-6041 from 9:00 a.m. – 4:00 p.m.

3) What if I don't have access to a computer to create a TEACH account?

Contact your local school district or library.

4) What happens if my District reimburses me for the fee paid to the State? How will they know I have paid and been fingerprinted?

After you are fingerprinted at OCM BOCES, you will be given a signed form to turn in to your District's Personnel Office. Additionally, OCM BOCES will provide the district a monthly listing of all district employees fingerprinted at OCM BOCES.

5) What happens if I arrive at OCM BOCES without having created a TEACH account and made the required payment?

In order to properly service all our customers, we will ask that you return for fingerprinting at another time once you have completed the necessary pre-fingerprinting steps.

6) How will the results of my fingerprinting be made available and when?

Results are usually received in your TEACH Account within 48 to 72 hours after submission. Your District may access the results by making inquiry directly to the TEACH Online Service.

7) How long will the electronic fingerprinting take?

If all pre-fingerprint steps are properly completed prior to arriving, the estimated scanning process time is approximately 15 - 20 minutes.