

1153 Burgoyne Ave., Suite 2

Fort Edward, NY12828-1134

<http://wswheboces.org>

voice 518/581-3370 or 518/746-3370

fax 518/581-3308 or 518/746-3308

 Donna J. Wisenburn Hillary Brewer

 Director of Human Resource Services Supervisor of Teacher Registry

 Regional Certification Officer

**COACHING REQUIREMENTS**

* Login or create your TEACH account at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
* Update any personal information on the site: name (if recently married, a copy of marriage certificate needs to be sent to State Ed. with full maiden name, last four digits of social security number and birth date,) address, e-mail, phone, address, education, teaching/ occupational experience
* Select the Next button
* Select Certificate
	+ Select Other School Services
	+ Select Coaching
	+ Select Sport
	+ Select Grade Level
	+ Select Certificate Type (Temporary, Temporary 1st Renewal, Temporary 2nd- 4th Renewal, Professional, Professional Renewal)
	+ Select Add
* Select Next button
* Enter information for another certificate if needed, otherwise select next button again
* When asked if you completed a Teacher Preparation Program, select NO. Then choose NONE for program code. Select NO for Interstate Reciprocity.
* Select Next button
* Choose BOCES Regional Certification Officer to evaluate.
	+ Select Warren County
	+ Select WSWHE BOCES located in Fort Edward, NY
* Select Next
* Select YES, if applicant has to pay child support, otherwise select NO and complete the rest of the questions pertaining to the child support.
* Read affidavit and sign electronically by checking the box
* Pay for the certificate to State Ed online via Master Card or Visa ($50)
* Send all documentation pertaining to the application evaluation to WSWHE BOCES, Hillary Brewer, Regional Certification Officer, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828-1134 (BOCES gets reimbursed the $50 fee by the state so we don’t charge a fee for COACHING)

**Temporary License**

* Valid First Aid (see attached list)
* Valid CPR (see attached list)
* Fingerprint Clearance
* Child Abuse
* School Violence
* DASA (Dignity for All Students)
* School District Recommendation

**Temporary 1st Renewal**

* Valid First Aid (see attached list)
* Valid CPR (see attached list)
* DASA (if not completed)
* School District Recommendation

**Temporary 2nd Renewal**

* Valid First Aid (see attached list)
* Valid CPR (see attached list)
* DASA (if not completed)
* Course I: Philosophy, Principles, and Organizations of Athletics
* School District Recommendation

**Temporary 3rd Renewal**

* Valid First Aid (see attached list)
* Valid CPR (see attached list)
* DASA (if not completed)
* Course II: Health Sciences Applied to Coaching
* School District Recommendation

**Temporary 4th Renewal**

* Valid First Aid (see attached list)
* Valid CPR (see attached list)
* DASA (if not completed)
* Course III: Theory and Techniques of Coaching specific to the sport being coached
* School District Recommendation

**Professional**

* Valid First Aid (see attached list)
* Valid CPR (see attached list)
* 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)
* 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 (see attached list)
* Valid CPR (see attached list)
* DASA (if not completed)
* Last 3 years of positive evaluations from school district

**Important Contacts**

**School Violence Prevention** For registration/information please call

**Child Abuse Identification** WSWHE BOCES at (518) 746/581-3711 or visit <http://www.wswheboces.org/files/157/certification%20schedule%2012-13.pdf>

 Or available online at:

 [www.violenceworkshop.com](http://www.violenceworkshop.com)

 [www.childabuseworkshop.com](http://www.childabuseworkshop.com)

**DASA (Dignity For All Students)** <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html> has a list of approved providers.

**Coaching Courses:**

* **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 available online from SUNY Cortland.

For more information contact Debra Whitney in the Center for Education Exchange, SUNY Cortland at whitneyd@cortland.eduOr (607) 753-4214.