

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.edu](mailto:whitneyd@cortland.edu)Or (607) 753-4214.