

CEWW BOCES
Regional Certification Office

1443 Military Turnpike
Plattsburgh, New York 12901

(518) 561-0100 Ext. 3120

Certification@cves.org



Coaching Licenses for Non-Teacher Coaches

Temporary and Professional Coaching License Requirements

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

Applications must be submitted electronically via the NYSED Office of Teaching Initiatives TEACH website at www.highered.nysed.gov/tcert/.

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.

- Log in to your TEACH account and submit an application for the appropriate sport-specific coaching license. Assign the application to **CEWW 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 • Workshop- Child abuse • Workshop- School Violence • Workshop- DASA • 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
1st Renewal (Valid for 1 Year) • First Aid/CPR • Superintendent statement	Professional Renewal (valid for 3 years) • First Aid/CPR • Superintendent Statement
2nd-4th Renewal (Valid for 1 Year) • First Aid/CPR • Philosophy of Athletics course or NFHS Levels 1&2 • 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 www.nysed.gov/sites/default/files/programs/standards-instruction/accepted_cpr_fa_concussioncoursesandcertificates.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. Cost varies by provider.
- Apply for fingerprint clearance through MorphoTrust at 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.

**Contact the CVES BOCES
Certification Office With Questions**