

## **COACHING REQUIREMENTS**

In accordance with NYSED Regulations in order to coach in a public school you must:

### **Physical Education Teachers:**

Maintain valid certification in:

- First Aid (valid 3 years)
- CPR & AED (valid 2 years)
- Concussion/Impact Online Course (valid 2 years)

### **Teachers:** (Certified in a subject area other than Physical Education)

Maintain valid certification in:

- First Aid (valid 3 years)
- CPR & AED (valid 2 years)
- Concussion/Impact Online Course (valid 2 years)
- \*Workshop - Child Abuse Recognition Course
- \*Workshop - School Violence Prevention Course

Complete three courses: (see link: [https://nfhslearn.com/home/coaching\\_requirements](https://nfhslearn.com/home/coaching_requirements))

- Philosophy, Principles, and Organization of Athletics in Education (within 2 year of initial appointment)
- Health Sciences Applied to Coaching (within 5 years)
- Theory and Techniques of Coaching (within 5 years - Specific to sport)

### **Non Teachers:** Must have an issued TCL before being Board Approved

Maintain valid certification in:

- \*First Aid (valid 3 years)
- \* CPR & AED (valid 2 years)
- \*Concussion/Impact Online (valid 2 Years) Not required for certification, however required by District
- \*Workshop - Child Abuse Recognition Course
- \*Workshop - School Violence Prevention Course
- \*DASA Training (6 hour minimum)
- Fingerprinting (Only through Morpho Trust: (877) 472-6915 or [www.identogo.com](http://www.identogo.com))

Complete three courses: (see link: [https://nfhslearn.com/home/coaching\\_requirements](https://nfhslearn.com/home/coaching_requirements))

- Philosophy, Principles, and Organization of Athletics in Education (within 2 year of initial appointment)
- Health Sciences Applied to Coaching (within 5 years)
- Theory and Techniques of Coaching (within 5 years - Specific to sport)

**Apply for a Temporary Coaching License TCL:** Upon acceptance of coaching position. (Valid for 1 year-renew annually) or hold a Professional Coaching License (After holding TCL for 3 years mandatory after 5 years) PCL is valid for 3 years.

To apply for your TCL do the following:

1. Go to [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
2. Under TEACH On Line Services click on the “**Self Register to Access TEACH**” option
3. Create an account and follow the directions on the site
4. Your application must be reviewed by BOCES. Select: “I want my application to be reviewed by the BOCES Regional Certification Office.” Choose your local BOCES. If you do not find the BOCES by selecting the School District option, choose by selecting County.

All Certifications should be submitted to Athletic Office we will enter the Superintendents Statement into TEACH and fax information to BOCES. You can check your TEACH account to determine the status of your application.

If you have any questions about obtaining your initial certificate please contact:

Eastern Suffolk BOCES  
Certification Office  
201 Sunrise Highway  
Patchogue, NY 11772-1868  
631-289-2200

### **1<sup>st</sup> Professional Coaching License: which is valid for three (3) years**

Maintain valid certification in:

- \*First Aid (valid 3 years)
- \* CPR & AED (valid 2 years)
- \*Concussion/Impact Online (valid 2 Years) Not required for certification, however required by District
- \*Workshop - Child Abuse Recognition Course
- \*Workshop - School Violence Prevention Course
- \*DASA Training (6 hour minimum)
- Satisfactory Evaluations – Sport – 3 Years
- Fingerprinting (Only through Morpho Trust: (877) 472-6915 or [www.identogo.com](http://www.identogo.com))

Complete three courses: (see link: [https://nfhslearn.com/home/coaching\\_requirements](https://nfhslearn.com/home/coaching_requirements))

- Philosophy, Principles, and Organization of Athletics in Education (within 2 year of initial appointment)
- Health Sciences Applied to Coaching (within 5 years)
- Theory and Techniques of Coaching (within 5 years - Specific to sport)

## Volunteer and/or Non Teacher Coaches- Athletics

We recognize that volunteers and/or Non Teacher coaches strengthen school/community relations through positive participation. Volunteer participation assists coaches in providing more individualized instruction, thereby enhancing the student-athletes experience.

### **ALL VOLUNTEERS and/or NON TEACHER COACHES MUST BE RECOMMENDED BY THE DIRECTOR OF HPEA AND APPROVED BY THE BOARD OF EDUCATION PRIOR TO SERVICE.**

All volunteer coaches and Non Teacher coaches will be subject to the **same screening procedures** used for regular school employees, including but not limited to the following:

- 1) Register on the TEACH site      <http://www.highered.nysed.gov/tcert/teach/>    -Fee
- 2) Apply for a 'Temporary Coaching License' on TEACH site- choose Eastern Suffolk BOCES    -Fee
- 3) First Aid / CPR Certification-<http://www.p12.nysed.gov/ciai/pe/coaching.html> (Master list of providers)  
-Only NYSED approved agencies are acceptable (Red Cross, etc.)
- 4) Concussion Education                      [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)  
<https://nfhslearn.com/courses/61064/concussion-in-sports>
- 5) 2 Hour Child Abuse Workshop      [www.childabuseworkshop.com](http://www.childabuseworkshop.com)    1-800-963-5449                      -Fee  
<http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/svpiproviders.html>
- 6) 2 Hour Violence Prevention Workshop      [www.violenceworkshop.com](http://www.violenceworkshop.com)    1-800-963-5449                      -Fee  
<http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/svpiproviders.html>
- 7) Fingerprint Clearance                      -Contact MorphoTrust by going to their website at [www.identogo.com](http://www.identogo.com) and clicking  
on New York State on the map, or calling (877) 472-6915.                      -Fee  
Service Code- 14ZGQT  
ORI Number is **TEACH**
- 8) DASA Course-      Section XI [www.sectionxi.org](http://www.sectionxi.org)  
Scope <http://www.scopeonline.us/dasa.php>  
ES Boces <https://www.esboces.org/Page/1026>                      -Fee
- 9) Approval of Superintendent on TEACH site (school coordinates)
- 10) Approval of Board of Education
- 11) Working towards fulfilling 3 coaching courses (Principles, Philosophy and Organization of Athletics; Health Sciences Applied to Coaching; Theory & Techniques of Coaching) at an accredited institution    -Fee
- 12) NFHS Coaching Alternative Pathway (ALL COACHES)      <https://nfhslearn.com/home/coaches>

**INSTRUCTIONS—ONLINE COACHING APPLICATION  
TEMPORARY COACHING LICENSE  
PROFESSIONAL COACHING CERTIFICATE**

As of July 1, 2009, all temporary coaching license and professional coaching certificates must be processed online. Please refer to the instructions that follow to guide you through the application process.

Navigate to: <http://www.highered.nysed.gov/tcert/teach/login.htm>

**1. Create an account**

You must have an account to apply for a coaching license online. Click on the link to **SELF-REGISTER** and create an account so you can access the system.

**Logging into TEACH Online Services System**

What is the TEACH system? go to [List of TEACH Services](#)

**STEP 1: Create a Login Account**

You must Self-Register to create a login account to access TEACH Online services system

A series of informational pages will follow. Navigate through them by clicking the **CONTINUE** arrow at the bottom right corner of your screen.



Once you have read through all the informational pages, you will see a button to **SELF-REGISTER NOW** at the bottom right corner of your screen. Click this to continue.

The application to create an account will now open. Click in each box to enter your personal information (name, address, phone/fax numbers and date of birth).

You will also be required to choose a **USER ID** and **PASSWORD**.

**IMPORTANT:** Write down your **USER ID** and **PASSWORD** and keep it stored in a safe place. The retrieval process can take up to 72 hours and can only be done through employees at the State office.

Once you have entered all the information, click the **CREATE ACCOUNT** button at the bottom of the screen. You will see a summary of the information you provided. Click **EDIT** to change or **CONTINUE** if all is correct.

**You will receive an e-mail confirming your account once it has been created.**

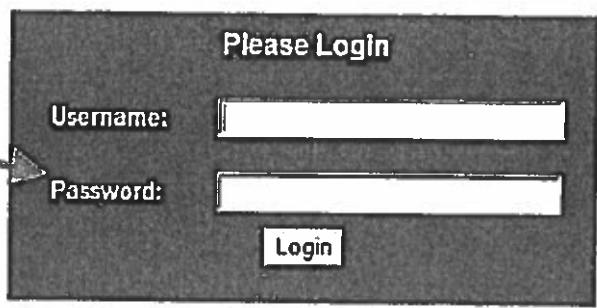
If there are any errors, the system will display an error message indicating what must be added or changed. If your application for an account was complete, you will see the following message:

Welcome to NYS Directory Services! You have now created an account in the Enterprise Directory.

 [Click here](#) to continue the login process for TEACH Online Services.

Click the link to be directed to the login screen, where you can log in with the username and password you created and begin your application.

The system will ask you for your social security number and allow you to update your personal information. Click **SUBMIT**.



**2. Start the application**

From the TEACH home page,

<https://eservices.nysed.gov/teach/teachext/teach.jsp>,  
log in and click on **APPLY FOR CERTIFICATE**.

▶ Online Application

- Apply for Certificate
- Apply for a Duplicate Certificate
- Apply for a Time Extension

Press **NEXT** at the bottom right corner to navigate through the informational pages before the application.

**Step 1 – Verify/Update profile:**

You will have an opportunity to update your profile to include employment and education information.

Note: the system requires that you enter your education history and will not proceed until you do. Press **NEXT** at the bottom right corner when you are finished.

**Step 2 – Select Certificate(s):**

Select your Certificate Title

Select your Area of Interest

Select your Subject Area

Select the Grade Level

Select the Title

Your information will be listed across the top of the page. As shown at left, fill out the application by selecting choices from the drop-down menus.

Choose the following options from the respective drop-down menus:

- Select your Area of Interest:** Other School Service
- Select your Subject Area:** Coaching
- Select the Grade Level:** Adolescent – Grades 7-12
- Select the Title:** choose your sport

Select your Certificate Type

Select the Type of Certificate

Choose the type of certificate you are applying for.

You will have four options to choose from on the drop-down menu.

Choose...	if...
<b>Temporary Coaching License:</b>	you are applying for the first time.
<b>Temporary Coaching License Renewal:</b>	you have previously applied for a temporary coaching license and have one-three applications on file.
<b>Professional Coaching License:</b>	you have three TCLs on file and have completed all required courses.
<b>Professional Coaching License Renewal:</b>	you have at least one PCL on file and proof of three years' worth of satisfactory evaluations.

*If you are unsure of what type of license to apply for, please call the office and we will review our files.*

Click the **ADD** button at the right side of the page. The application will now be listed in the “certificates in this application” section. Click **NEXT** to continue.

# ONLINE COACHING APPLICATION INSTRUCTIONS

July 2009

The following page will show a list of requirements which must be met in order for the license to be issued (see example at right).

Pathway Individual Evaluation

You may click the blue link for a detailed description of each requirement. Click in the white circle to select the group of requirements and press **NEXT** to proceed.

- [Valid First Aid](#)
- [Valid CPR Certification](#)
- [Workshop - Child Abuse Identification](#)
- [Workshop - School Violence Intervention and Prevention](#)
- [Fingerprint Clearance](#)
- [School District Recommendation](#)

You will then be directed to the main application page. Click in the white circle to select your application and then click **NEXT**.

The next page will ask you how you would like your application to be evaluated. Choose the option for BOCES to review your application by clicking in the white circle next to the choice and then clicking **NEXT**.

The page will refresh with options to help you choose the correct office. Choose your school district or county (Nassau) from one of the drop-down menus.

Click in the white circle next to Nassau BOCES and click **NEXT** to proceed.

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES) your application can be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices may be more convenient for you to contact and be able to provide you with more personalized service. Please select an option.

- I want my application to be reviewed by the State Education Department
- I want my application to be reviewed by the BOCES Regional Certification Office

Name of BOCES Institution	Address	Phone
<input type="radio"/> WESTERN SUFFOLK BOCES	507 DEER PARK RD DIX HILLS NY 11746	631-549-4900
<input type="radio"/> NASSAU BOCES	71 CLIFTON RD GARDEN CITY NY 11530	516-396-2200
<input type="radio"/> EASTERN SUFFOLK BOCES	201 SUNRISE HWY PATCHOGUE NY 11772	631-667-3006

Previous Cancel Next

Phone

631-549-4900

516-396-2200

631-667-3006

Previous Cancel Next

## Step 3 – Sign Affidavit:

Choose the appropriate items under the Child Support Statement and Moral Character Determination by clicking the white circles for “yes” and/or “no.” Please note: any “yes” responses under the Moral Character Determination section MUST be explained in the text box under Section H.

Click **SIGN AFFIDAVIT** at the bottom right corner of the screen to proceed.

Sign Affidavit

## Step 4 – Confirm and Sign Application

This is the final opportunity to review the information you have entered and/or make changes. If you are certain that your information is correct, click **SIGN APPLICATION**.

Sign Application

## Step 5 – Make Payment

## ONLINE COACHING APPLICATION INSTRUCTIONS

July 2009

Choose to either pay online with a credit card or mail in a cashier's check/money order by clicking on the appropriate link.

If paying by credit card, a page will open up for you to enter your card's information. If you choose to pay by mailing in a cashier's check or money order, the screen will display a payment coupon which must be

You may choose to pay for your application(s) with a credit card, or you may mail payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon. Please make a selection to continue.

[Pay Online with a Credit Card](#)

[Mail In a Cashier's Check or U.S. Postal Money Order](#)



**PRINTED** and submitted with your payment, which will be sent directly to the State Education Department.

### Next steps

Once payment has been processed, your application will be held in the system until all necessary paperwork (copies of valid CPR, First Aid and coaching courses) are submitted **IN PAPER FORMAT** to the Smithtown Athletic Office.

### Your certificate

Certificates will be issued directly from the State Education Department, and you will be able to check the status of your application by logging into your account on the TEACH web site.

# TEMPORARY COACHING CERTIFICATION – Step by Step

## SET-UP TEACH ACCOUNT – must be done before anything else

1. <http://www.highered.nysed.gov/tcert/teach/>

The screenshot shows the NYSED TEACH System website. At the top, there is a navigation bar with links for Educator Resources, Certification, Fingerprinting, TEACH System, Topics A-Z, and Certificate Holder Lookup. Below this is a search bar and a 'Search OTI' button. The main content area is titled 'TEACH System' and includes a 'List of TEACH Services' and 'Frequently Asked Questions about Your TEACH Account'. A central section titled 'TEACH Online Services' contains a 'Log In to TEACH' button and a link for 'Forgot your Username or Password?'. Below this, there are three options for account creation: 'Create a NY.gov TEACH account', 'Add TEACH to a NY.gov account', and 'Employer, Administrator & College Access'. An arrow points to the 'Create a NY.gov TEACH account' option. At the bottom, there is a 'TEACH Help Links' section.

2. After selecting the above link...scroll to bottom of the screen, check the box & select Create Account

- 3.

 I have not created a TEACH account in the past and understand that I must have my:

- Name\*
- Birth Date (mm/dd/yyyy)(required for TEACH access)
- Mailing address
- e-mail address
- Social Security Number (required for TEACH access)

TEACH is compatible with Google Chrome and Internet Explorer 11

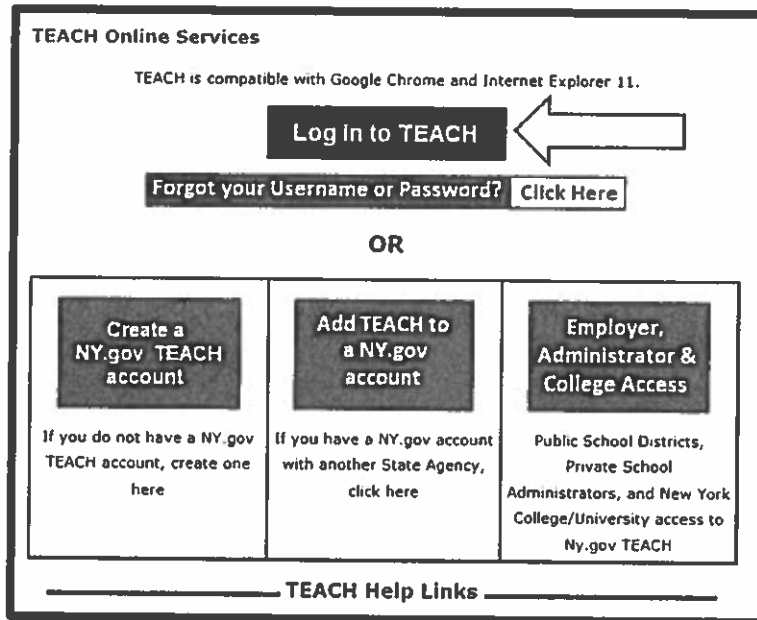


4. After setting up the account you will need to select the certification that you are applying for...which is a Temporary Coaching Certification → Lacrosse (next 2 pages)

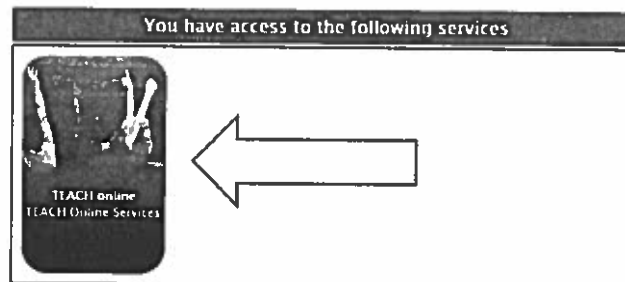


# TEMPORARY COACHING CERTIFICATION – Step by Step

## 1. Log in to TEACH with your USER NAME/PASSWORD...or create the account



## 2. After logging in...select TEACH Online Services



## 3. Choose "Apply for Certificate"

### TEACH Home

### Profile Links

- Update/Add Education, Employment and Personal Information

### Inquiry Links

- Account Information
- View Registration Status

### Online Application

- Apply for Certificate
- I would like a printed certificate
- Apply for a Time Extension

### Professional Development

- Maintain Your Professional Development Record

### Payment Links

## TEMPORARY COACHING CERTIFICATION – Step by Step

4. On next page choose "NEXT"
5. Next page scroll down to verify information by selecting "NEXT" ...you might have to do this 2x
6. SELECT CERTIFICATES page should appear next...do the following starting from the top and working down under "NEW CERTIFICATES and APPLICATIONS"

### New Certificates and Applications

#### Select your Certificate Title

##### Select your Area of Interest

Other School Service



##### Select your Subject Area

Coaching



##### Select the Grade Level

Adolescent - Grades 7-12



##### Select the Title

Coaching Lacrosse 7-12



#### Select your Certificate Type

##### Select the Type of Certificate

Temporary Coaching License



Please make your selections and then click the "Add" button.



7. Click the ADD button when you have filled in all selections exactly as above...  
**BE SURE TO SELECT THE CORRECT SPORT!!!** Each sport is its own certification
8. Pay for certification
  - \*\*\*ANY DOCUMENTS sent to ESBOCES needs to be sent via email by using [teachercert@esboces.org](mailto:teachercert@esboces.org) MUST be accompanied with:
    - a. your FULL NAME
    - b. your BIRTHDATE (xx/xx/xxxx)
    - c. last 4 digits of your Social Security #

DASA (Dignity for All Students Act)

All applicants for a certificate on or after December 31, 2013 are required to complete six clock hours of coursework or training in Harassment, Bullying and Discrimination Prevention and Intervention in accordance with Article 2 Sections 10-18 of the Education Law.

Training in Harassment, Bullying and Discrimination Prevention and Intervention is available only from a provider approved by the New York State Education Department. A list of providers is attached. Contact the provider for workshop registration dates and times. Please note that some providers offer training that exceeds the six-hour minimum. Fees vary by provider.

Upon completion of the workshop, the provider will give you a Certification of Completion. Submit completion to Athletic Office.

**Approved Providers List**

<p><b>Bank Street College of Education</b>          610 West 112th Street,          NY, NY 10025          (212) 875-4649  <a href="http://bankstreet.edu/cps/courses/smt-dignity-for-all/cps@bankstreet.edu">http://bankstreet.edu/cps/courses/smt-dignity-for-all/cps@bankstreet.edu</a>          Continuing Professional Studies Office</p>	<p><b>Child Abuse Prevention Services, Inc.</b>          P.O. Box 176          Roslyn, NY 11576          (516) 621-0552  <a href="http://www.capsli.org">www.capsli.org</a>          Alane Fagin</p>	<p><b>College of Staten Island/Cuny</b>          Office of Continuing Ed.          2800 Victory Blvd. 2A-201          Staten Island, NY 10314  <a href="http://www.csi.cuny.edu/">http://www.csi.cuny.edu/</a>          (718) 982-2182</p>
<p><b>CUNY-Brooklyn</b>          2900 Bedford Avenue,          2201 James Hall          Brooklyn, NY 11210          (718) 951-5448  <a href="http://www.brooklyn.cuny.edu">www.brooklyn.cuny.edu</a>          Nancy J. Tinevra</p>	<p><b>CUNY-Queens College</b>          65-30 Kissena Boulevard          Queens, NY 10036          (718) 997-5700  <a href="http://www.qc.cuny.edu/pcs">www.qc.cuny.edu/pcs</a>          Diane Gahagan  <a href="mailto:diane.gahagan@qc.cuny.edu">diane.gahagan@qc.cuny.edu</a></p>	<p><b>Dowling College</b>          150 Edle Hour Boulevard          Oakdale, NY 11769          (631) 244-3420  <a href="http://www.dowling.edu">www.dowling.edu</a>          Elana Zolfo  <a href="mailto:zolfo@dowling.edu">zolfo@dowling.edu</a></p>
<p><b>Hofstra University</b>          119 Hofstra University          129 Hagedorn Hall          Hempstead, NY 11549  <a href="http://www.hofstra.edu">www.hofstra.edu</a>          (516) 463-5747          Stacy Zalewski</p>	<p><b>InterCounty Teacher Ctr.</b>          c/o NYIT, Bldg. 66          Room 217          Suffolk, NY 11722  <a href="http://www.nyiteez.org/itrc">www.nyiteez.org/itrc</a>          (631) 455-0196          Carol Weintraub  <a href="mailto:intercuntytc@gmail.com">intercuntytc@gmail.com</a></p>	<p><b>Hunter College School of Education</b>          695 Park Avenue NY, NY 10065  <a href="http://www.hunter.cuny.edu/ce/school-of-education">http://www.hunter.cuny.edu/ce/school-of-education</a></p>
<p><b>Long Island University Brooklyn Campus</b>          9 Hanover Place, 2nd Flr          Brooklyn, NY 11201  <a href="http://www.liu.edu/brooklyn/scs">www.liu.edu/brooklyn/scs</a>          (718) 488-1364          Kibra A. Yohannes  <a href="mailto:scs@liu.edu">scs@liu.edu</a></p>	<p><b>Long Island University Post Campus</b>          720 Northern Boulevard          Brookville, NY 11548  <a href="http://www.liu.edu">www.liu.edu</a>          (516) 299-4001          Dr. Kay Hutchins Sato  <a href="mailto:ceps@cwpost.liu.edu">ceps@cwpost.liu.edu</a></p>	<p><b>Long Island University-Riverhead LIU</b>          Building 121          Speonk-Riverhead Road          Riverhead, NY 11901  <a href="http://www.liu.edu/riverhead">www.liu.edu/riverhead</a>          (631) 287-8010          John Brush</p>
<p><b>Nassau BOCES</b>          One Merrick Avenue          Westbury, NY 11590  <a href="http://www.nassauboces.org">www.nassauboces.org</a>          (516) 608-6678          Laverne Mitchell</p>	<p><b>New York City Dept. of Education</b>          65 Court Street          Brooklyn, NY 11209  <a href="http://www.schools.nyc.gov">www.schools.nyc.gov</a>          Edward Clinton  <a href="mailto:eclinto@schools.nyc.gov">eclinto@schools.nyc.gov</a></p>	<p><b>New York Institute of Technology</b>          P.O. Box 8000          Wisser Library          Nassau, NY 13066  <a href="mailto:nindelic@nyit.edu">nindelic@nyit.edu</a>          (516) 686-7582          Staci Kirschner</p>

<p><b>Owl Teacher Center</b>  350 Daniel Street,  Room 107  Lindenhurst, NY 11757  <a href="http://www.owlcenter.org">www.owlcenter.org</a>  (631) 867-3855  Jennifer Bova</p>	<p><b>SCOPE Education Services</b>  100 Lawrence Avenue  Smithtown, NY 11787  <a href="http://www.scopeonline.us">www.scopeonline.us</a>  (631) 881-9646  Cindy Pierce Lee</p>	<p><b>Section XI</b>  180 East Main St.  Suite 302  Smithtown, NY 11787  <a href="http://www.sectionxi.org">www.sectionxi.org</a>  (631) 366-0700 ext. 8  Christina McKeveny  cmckeveny@sectionxi.org</p>
<p><b>St. John's University</b>  8000 Utopia Parkway  Jamaica, NY 11439  <a href="http://www.stjohns.edu">www.stjohns.edu</a>  (718) 990-4068  Gina Cicco</p>	<p><b>SUNY Stony Brook</b>  School of Professional  Development  N-223 Social &amp; Behavioral  Sciences Bldg.  Stony Brook, NY 11794-  4310  <a href="http://www.stonybrook.edu/spd">www.stonybrook.edu/spd</a>  Marvin J. Glockner, Ph.D.  Associate Dean  <a href="mailto:marvin.glockner@stonybrook.edu">marvin.glockner@stonybrook.edu</a></p>	<p><b>United Federation of Teachers</b>  52 Broadway  New York, NY 10004  <a href="http://www.uft.org">www.uft.org</a>  (212) 598-9287  Sharon-Jones Williams  siones@uft.org</p>
<p><b>Western Suffolk BOCES</b>  31 Lee Avenue  Wheatley Heights, NY  11798  <a href="http://www.wsboces.org">www.wsboces.org</a>  (631) 595-6814  Susan Kessler  skessler@wsboces.org</p>		

## Fingerprinting - MorphoTrust

MorphoTrust has a website that provides more information on the fingerprinting process:

**www.identogo.com**. Contact MorphoTrust by going to their website and clicking on New York State on the map, or calling (877) 472-6915.

### ORI Number: TEACH

The fingerprinting fee can be paid at the time of scheduling through a credit card or on-site at the time of the fingerprinting appointment with a check or cash only. At this time, the fingerprint scanning locations are not equipped to handle credit card payments. If you want to pay by credit card, the fee must be paid online, or over the telephone in advance of your fingerprint scanning appointment. The only way to pay for fingerprints at the time of scanning is by cash or checks (i.e., personal, business check, government check, certified check, bank check or money order made payable to "MorphoTrust USA")

The total fee for fingerprinting is \$99.70.

DCJS Fee	75.00
FBI Fee	14.75
Morpho Trust Fee	<u>12.25</u>
Total	\$102.00

You must have two forms of identification. At least one form of identification must contain a photo.

#### Acceptable Photo Identification Documents

- U.S. Passport (unexpired or expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with photo (High School or College)
- Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
- Photo ID Card issued by Federal, State or Local Government

#### Additional Identification Documents

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License
- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State) • U.S. Citizen ID Card (Form I-197)

## MorphoTrust Locations

### LONG ISLAND

East Moriches	East Moriches, NY. (60 Montauk Highway)	Monday, Tuesday, Wednesday, Friday 9:00am-12:00pm and 1:00pm-4:00pm
Hempstead	Hempstead, NY. (236 Fulton Ave, Ste 222)	M, F 9am -12pm & 12:30pm- 4pm & 4:30pm- 7pm; T,W, Th 9am-12pm & 12:30pm-7pm; Sat 9am- 12pm & 12:30-3pm
Hicksville Printscan	Hicksville , NY. (958 S Broadway)	M, T, TH & Fri: 9am -1pm & 2pm-5pm; Wed: 9am- 1pm & 2pm-6pm; Sat 10am-2pm
Kings Park	Kings Park, NY. (21 Pulaski Rd)	Mon, Tues, Fri: 9AM- 5PM, Wed & Thurs 9AM- 6PM, Sat 9AM-4PM
Riverhead - West Main	Riverhead, NY. (11 West Main Street)	Tuesday 9am- 3pm, Wednesday 10am- 12pm & 1pm- 6pm, Thursday 9am-3pm

7/13/15

**COURSES ACCEPTED AS MEETING  
THE COACHES FIRST AID AND CPR/AED REQUIREMENT  
(Update) August 2016**

**\*FIRST AID – All cards and/or certificates must be renewed per certifying agency requirements**

**NO FULLY ONLINE COURSES ARE ACCEPTED. ALL COURSES MUST INCLUDE HANDS ON LEARNING.**

**\*Please note- Review courses are only accepted with proof of taking initial course. Participant must possess a current certificate(s) (or equivalent) in order to take a review course. Challenge courses are not accepted by NYSED.**

1. A NYS 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) <http://www.p12.nysed.gov/ciai/pe/coaching.html> (- Click on Toolkit, then on Approved Coaching Courses)
2. American Red Cross
  - o Responding to Emergencies Comprehensive First Aid /CPR/AED
  - o Responding to Emergencies Adult and Child First Aid/CPR/AED
  - o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
  - o Responding to Emergencies Adult and Pediatric First Aid/CPR/AED and Bloodborne Pathogens Training
  - o Responding to Emergencies Adult and Child First Aid/CPR/AED and Bloodborne Pathogens Training
  - o Emergency Medical Response
  - o Lifeguarding
  - o Shallow Water Lifeguarding
  - o Water Attraction Lifeguarding
  - o Lifeguarding/First Aid/CPR/AED
  - o Lifeguarding/First Aid
  - o Waterfront Lifeguarding
3. American Safety & Health Institute (ASHI)
  - o Advanced First Aid
4. Emergency Care & Safety Institute (ECSI)
  - o First Aid, CPR, and AED
  - o Wilderness First Aid
  - o Sports First Aid and Injury Prevention
5. National Safety Council
  - o Advanced First Aid, CPR, and AED
6. NYS Department of Health (DOH) Bureau of Emergency Medical Services
  - o Certified First Responder

SED does not require the following to show separate certification in First Aid to coach, HOWEVER A VALID CPR CERTIFICATE WILL BE REQUIRED:

- a. All Nurses (RN, LPN, NP)   b. Physician – Physician Assistant (MD, DO)   c. Certified Emergency Medical Technicians (EMT) and Paramedic   d. Certified Athletic Trainer (ATC)   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/AED 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  
(Update) August 2016**

**\*ADULT CARDIOPULMONARY RESUSCITATION (CPR) – All cards and/or certificates must be renewed per certifying agency requirements**

**NO ONLINE COURSES ARE ACCEPTED**

- A NYS 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/cjai/physed.html](http://www.emsc.nysed.gov/cjai/physed.html) - Click Toolkit, then on Approved Coaching Courses)
- American Heart Association Courses (AHA)
  - Advanced Cardiac Life Support (ACLS)
  - Basic Life Support for Health Care Providers (BLS Provider)
  - Heartsaver CPR/AED
  - Heartsaver First Aid/CPR/AED
- American Red Cross Courses
  - Basic Life Support for Health Care providers (BLS)
  - CPR/AED for Professionals
  - Adult CPR/AED (Note: For High School level coaches only)
  - Adult & Child CPR/AED
  - CPR/AED for the Professional Rescuer
  - Lifeguarding
  - Lifeguarding/First Aid/CPR/AED
  - Waterfront Lifeguarding
  - Shallow Water lifeguarding
  - Water Attraction Lifeguarding
  - Emergency Medical Response
  - Responding to Emergencies Comprehensive First Aid /CPR/AED
  - 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
- American Safety & Health Institute (ASHI)
  - Adult CPR/AED (For High School Coaches only)
- Emergency Care & Safety Institute (ECSI)
  - First Aid, CPR and AED
  - Sports First Aid & Injury Prevention-NYS Coaches
  - Health Care Provider CPR & AED
- 6. National Safety Council (NSC)
  - Adult and Child CPR & AED
  - Adult, Child and Infant CPR/AED
  - BLS Healthcare and Professional Rescuer
- NYS Department of Health (DOH) Bureau of Emergency Medical Services
  - Certified First Responder

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

# TEMPORARY/PROFESSIONAL COACHING LICENSE

Please submit this form and supporting documentation to Eastern Suffolk BOCES

Email: [teachercert@esboces.org](mailto:teachercert@esboces.org)

Fax: 631-687-3055

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Sport: \_\_\_\_\_ District: \_\_\_\_\_

I have completed an application on TEACH ([www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)) for:

- Temporary Coaching License
- Temporary Coaching License 1<sup>st</sup> Renewal
- Temporary Coaching License 2<sup>nd</sup>-4<sup>th</sup> Renewal
- Professional Coaching License
- Professional Coaching License Renewal

## REQUIREMENTS

### Temporary Coaching License (Valid for one year)

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid                  | <input type="checkbox"/> Child Abuse Workshop     |
| <input type="checkbox"/> CPR                        | <input type="checkbox"/> School Violence Workshop |
| <input type="checkbox"/> Superintendent's Statement | <input type="checkbox"/> DASA Workshop            |
| <input type="checkbox"/> Fingerprint Clearance      |   |

### Temporary Coaching License 1<sup>st</sup> Renewal (Valid for one year)

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid                  | <input type="checkbox"/> Child Abuse Workshop     |
| <input type="checkbox"/> CPR                        | <input type="checkbox"/> School Violence Workshop |
| <input type="checkbox"/> Superintendent's Statement | <input type="checkbox"/> DASA Workshop            |
| <input type="checkbox"/> Fingerprint Clearance      |   |

### Temporary Coaching License 2<sup>nd</sup>-4<sup>th</sup> Renewal (Valid for one year)

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid                      | <input type="checkbox"/> Child Abuse Workshop     |
| <input type="checkbox"/> CPR                            | <input type="checkbox"/> School Violence Workshop |
| <input type="checkbox"/> Philosophy of Athletics Course | <input type="checkbox"/> DASA Workshop            |
| <input type="checkbox"/> Superintendent's Statement     | <input type="checkbox"/> Fingerprint Clearance    |

### Professional Coaching License (Valid for three years)

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid                      | <input type="checkbox"/> Child Abuse Workshop             |
| <input type="checkbox"/> CPR                            | <input type="checkbox"/> School Violence Workshop         |
| <input type="checkbox"/> Philosophy of Athletics Course | <input type="checkbox"/> DASA Workshop                    |
| <input type="checkbox"/> Health Sciences Course         | <input type="checkbox"/> Fingerprint Clearance            |
| <input type="checkbox"/> Theory & Techniques Course     | <input type="checkbox"/> Coaching evaluations for 3 years |

### Professional Coaching License Renewal (Valid for three years)

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid                      | <input type="checkbox"/> Child Abuse Workshop             |
| <input type="checkbox"/> CPR                            | <input type="checkbox"/> School Violence Workshop         |
| <input type="checkbox"/> Philosophy of Athletics Course | <input type="checkbox"/> DASA Workshop                    |
| <input type="checkbox"/> Health Sciences Course         | <input type="checkbox"/> Fingerprint Clearance            |
| <input type="checkbox"/> Theory & Techniques Course     | <input type="checkbox"/> Coaching evaluations for 3 years |

A certified teacher does not need to apply for a Temporary or Professional Coaching License.

If the coaching licenses are not issued successively, the Philosophy of Athletics course must be completed within two (2) years of the issuance of the Temporary Coaching License and the Health Science course and Theory & Techniques course must be completed within five (5) years of the issuance of the Temporary Coaching License.