

Welcome to the Coaching Certification Process in the Hamburg Central School District!

In order to be a head coach, assistant coach, or volunteer coach in New York State, there are several requirements that must be fulfilled. Individuals are responsible for completing these requirements, completing the courses and certifications, paying the fees, supplying the district with copies of all completed certifications and reporting their progress.

The following steps are for those coaches NOT holding a valid NYS teacher or pupil personnel certification.

How to complete the requirements:

1. Fingerprinting (See details in Attachment A)

Schedule an appointment with MorphoTrust/IDEMIA by calling 877-472-6915 or by visiting the following site <https://uenroll.identogo.com/workflows/14ZGQT> **ENTER THE CORRECT CODE 14ZGQT
*The approximate turnaround time for the district to receive your approved prints is 72 hours.
The cost for fingerprints is approximately \$102.00.*

2. Coaching License (See details in Attachment B)

Apply for a coaching license on the NYSED TEACH site: <http://www.highered.nysed.gov/tcert/teach/>
Additional information can be found through Erie 1 BOCES website www.e1b.org under the tabs *Instructional Support, Certification*

INITIAL TEMPORARY LICENSE requirements will include:

- a. Valid First Aid (Certification must match a title from the approved course list)
- b. Valid CPR/AED (Certification must match a title from the approved course list)
- c. Workshop: School Violence (SAVE)
- d. Workshop: Child Abuse
- e. Workshop: Dignity for All Students Act (DASA)
- f. Fingerprint Clearance as referred to in #1
- g. District Statement of Recommendation (supplied by Hamburg Schools directly to TEACH)
- h. Application fee of \$50 due when applying for license

Steps for yearly renewal of coaching license.

1ST RENEWAL OF TEMPORARY LICENSE will include same as above.

2nd-4th RENEWAL OF TEMPORARY LICENSE includes the same as above AND Coursework -see below

PROFESSIONAL COACHING LICENSE includes the same as above AND the following:

- a. Minimum 3 prior temporary coaching licenses
- b. Satisfactory Evaluation, sport specific, by athletic director or principal for each year of 3 temporary coaching licenses held
- c. Completion of all coursework (Option 1 or Option 2)

Attachment A – How to Obtain Fingerprints

You must use one of the URLs below or call MorphoTrust/IDEMIA to schedule your fingerprinting appointment.

Schedule appointment online - Click on the appropriate URL from this table below.

APPLICANT FOR	URL
*Coaching Certification	https://uenroll.identogo.com/workflows/14ZGQT
Employee	https://uenroll.identogo.com/workflows/14ZGR7

Enter the appropriate service code from this table.

APPLICANT FOR	SERVICE CODE
*Coaching Certification	14ZGQT
Employee	14ZGR7

OR

Schedule by phone - You may call MorphoTrust/IDEMIA at: 877-472-6915 to schedule an appointment

The fingerprint application fee as of August 1, 2019 is: Total Fee \$101.75

Pay attention to what forms of identification are accepted for the fingerprinting process.

Attachment B – Where to go for Workshops & Coursework

Workshops & Trainings

*Erie 1 BOCES is a great resource for finding workshop information.

*Visit their site at e1b.org and follow the tabs for *Instructional Support, Certification, Workshops*

The following links take you to a list of other approved providers for each training.

Child Abuse Workshop- <http://www.op.nysed.gov/training/caproviders.htm#h>

School Violence (SAVE) Workshop -

<http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/svpiproviders.html>

Dignity for All Students Act (DASA) Training – link to list of approved providers

<http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>

- **First Aid and CPR/AED** – Hamburg Central School District has approved instructors that provide certification for our coaching staff prior to each athletic season. You may obtain certification on your own but the certification must match a title from the approved course list **Attachment C**
- **Concussion Training** – School district requirement (link to training video can be found on the [HCSD Athletic Webpage-Coaches Corner](#) or CDC [webpage](#) ; not needed for coaching license)
- **NEW Mandated Reporter Training** – School district requirement (link to training video can be found on the [HCSD Athletic Webpage-Coaches Corner](#) or CDC [webpage](#) ; not needed for coaching license)

*Coursework will be needed after your 2nd year of coaching.

Coursework (Two Options-read carefully)

Coursework Option 1: In class instruction through Erie 1 BOCES

Contact: Chris DeMarco, CAA Office: 821-7091

- a. Philosophy, Principals & Organization of Athletics in Education (*within 2 years of initial license*)
- b. Health Sciences Applied to *Coaching* (*within 5 years of initial license*)
- c. Theory & Techniques of Coaching (*within 5 years of initial license*)

Important: Once a coach begins classes using Option 1 he/she must continue with Option 1 and cannot switch to Option 2

Coursework Option 2 – Online through National Federation of High Schools (NFHS)

www.nfhslearn.org

- a. Accredited Interscholastic Coach (AIC Level 1) (*within 2 years of initial license*)
https://nfhslearn.com/home/aic_certification
- b. Certified Interscholastic Coach (CIC Level 2 with internship hours) (*within 5 years of initial license*)

Attachment C– Acceptable First Aid & CPR/AED Titles

COURSES ACCEPTED AS MEETING THE COACHES' FIRST AID REQUIREMENT

Revised April 2023

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

COMPLETELY ONLINE COURSES ARE NOT 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. New York State Education Department (NYSED)

An approved agency that offers First Aid using NYSED's course outlines and time requirements: 12 hours initial; 5.5 hours update (valid for 3 years). Reference the Department's [Approved Coaching Courses Information webpage](#).

2. American Red Cross Core Courses (additional course modules may be on card, but only the core course is considered for acceptance)

- Emergency Medical Response
- Lifeguarding
- Responding to Emergencies First Aid
- Responding to Emergencies Adult and Child First Aid/CPR/AED
- Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
- Shallow Water Lifeguarding (up to 5 ft)

3. American Safety & Health Institute (ASHI)

- Advanced First Aid

4. Emergency Care & Safety Institute (ECSI)

- Advanced First Aid, CPR, and AED
- Sports First Aid and Injury Prevention-NYS Coaches
- Wilderness First Aid

5. National Safety Council

- Advanced First Aid, CPR, and AED

6. NYS Department of Health (DOH) Bureau of Emergency Medical Services

- Certified First Responder

7. National Ski Patrol

- Outdoor Emergency Care (card will include the word "technician," and cycles A, B, and C do not have to be completed for card to be valid)

***THE FOLLOWING PROFESSIONALS do not need to submit a valid First Aid course certificate as part of their coaching license application. However, they will need to submit a valid CPR/AED certificate for their application*:**

a. Certified Emergency Medical Technicians (EMT) and Paramedic, b. Fire & Police Officers (full time)

***Individuals holding a NYS PROFESSIONAL LICENSE issued by the Office of the Professions in any of the medical fields identified below can meet the NYS First Aid requirement by submitting verification of their license registration and provide either a current letter of employment or verification of any current first aid course. They will also need to submit a valid CPR/AED certificate for their coaching license application. a. All Nurses (RN, LPN, NP), b. Physician – Physician Assistant (MD, DO), c. Certified Athletic Trainer (ATC), d. Dentists (Includes Oral and Maxillofacial Surgeons), e. Physical Therapists, f. Optometrists**

COURSES ACCEPTED AS MEETING THE COACHES' CPR/AED REQUIREMENT

Revised April 2023

CARDIOPULMONARY RESUSCITATION (CPR)/ AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

**All cards and/or certificates must be renewed per certifying agency requirements
COMPLETELY ONLINE COURSES ARE NOT 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. New York State Education Department (NYSED)

An approved agency that offers CPR using the SED course outline and time requirements: 2.5 hours initial; 1.5 hours update (must be renewed every 2 years to be valid). Reference the Department's [Approved Coaching Courses Information webpage](#).

2. American Heart Association Courses (AHA) Core Courses - May include RQI credentials in addition to core course name

- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS)
- Heartsaver CPR/AED (title may include pediatric, K-12 schools, or first aid)

3. American Lifeguard and Safety Training

Course Name	Certificate Name
Lifeguarding	Lifeguard, CPR/AED, First Aid
Lifeguarding, Waterfront	Lifeguard, Waterfront, CPR/AED, First Aid
Shallow Pool Lifeguarding	Shallow Pool Lifeguard, CPR/AED, First Aid
Lifeguarding Recertification	Lifeguard, CPR/AED, First Aid Recertification
Lifeguarding, Waterfront Recertification	Lifeguard, Waterfront, CPR/AED, First Aid Recertification
Shallow Pool Lifeguarding Recertification	Shallow Pool Lifeguard, CPR/AED, First Aid Recertification
CPR/AED	CPR/AED for BLS Providers
CPR/AED	CPR/AED for Professionals
CPR/AED	CPR/AED for Lifeguards
CPR/AED, First Aid	CPR/AED, Advanced First Aid

4. American Red Cross Core Courses (additional course modules may be on card, but only the core course is considered for acceptance)

- Adult CPR/AED (Note: For high school level coaches only)
- Adult & Child CPR/AED
- Adult & Pediatric CPR/AED
- Basic Life Support for Health Care providers (BLS)
- CPR/AED for Professional Rescuers and Health Care Providers
- CPR/AED for Professionals (title may or may not include the term "rescuer")

- Emergency Medical Response
- Lifeguarding/First Aid/CPR/AED
- Responding to Emergencies Adult First Aid/CPR/AED (Note: for high school level coaches only)
- Responding to Emergencies Adult and Child First Aid/CPR/AED
- Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
- Shallow Water lifeguarding (up to 5 ft)/First Aid/CPR/AED

5. American Safety & Health Institute (ASHI)

- Adult CPR/AED (For High School level Coaches only); Adult and Child CPR/AED; or Adult, Child and Infant CPR/AED

6. Emergency Care & Safety Institute (ECSI)

- First Aid, CPR and AED
- Health Care Provider CPR & AED
- Sports First Aid & Injury Prevention-NYS Coaches

7. National Safety Council (NSC)

- Adult and Child CPR & AED ; or Adult, Child and Infant CPR/AED
- Advanced First Aid, CPR, and AED
- BLS Healthcare and Professional Rescuer

8. ProTrainings

- Adult, Child, and Infant CPR/AED
- Adult, Child, and Infant, Pediatric CPR/AED & First Aid
- Adult CPR/AED
- Healthcare Provider (BLS) Adult, Child and Infant CPR/AED Adult, Child, and Infant CPR/AED +

First Aid

- Adult CPR/AED + First Aid
- Healthcare Provider (BLS) Adult, Child, Infant CPR/AED + First Aid

9. Starguard Elite

- Starguard Lifeguarding

10. NYS Department of Health (DOH) Bureau of Emergency Medical Services

- Certified First Responder