

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, and reporting their progress.

There are five steps required before you can receive your initial coaching certification:

I. You must complete the following workshops:

1. Violence (SAVE) Workshop
2. Identification and Reporting of child Abuse and Neglect Workshop

To register and take these online courses: [Click here](#)

II. You must be fingerprinted.

New York State law requires prospective employees of school districts to undergo a fingerprint supported criminal history background check conducted by the New York State Education Department's Office of School Personnel Review and Accountability (OSPRA). This process must be completed before a prospective employee can begin work with the district.

The New York State Education Department ("NYSED") is transitioning to the Statewide Vendor Managed System with MorphoTrust to process fingerprint supported background checks. MorphoTrust will be accepting new fingerprint applications/appointments on August 3, 2015. The following are some of the most Frequently Asked Questions.

How do I schedule a fingerprinting appointment?

Beginning on August 3, 2015, contact MorphoTrust by going to their website at www.identogo.com and clicking on New York State on the map, or calling (877) 472-6915.

MorphoTrust requires me to provide an "ORI Number." What is the ORI Number for NYSED?

On the MorphoTrust system, NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is TEACH.

Where are the MorphoTrust locations in the area?

Local locations include:

LOCATION	DAYS/TIMES
Buffalo – (625 Delaware Ave.)	Mon. Tue. Thu. Fri. 9AM-5PM; Wed. 9AM-7PM; E/O Sat. 9AM-1PM
Cheektowaga (1660 Kensington Ave., Ste. 4)	Mon. Tue. Thu. Fri. 8:30AM- 4PM; Wed. 12PM-8PM; Sat. 10AM-1PM & 9AM-5PM (E/O week rotating schedule)
Cheektowaga-Mobile (100 Holtz Drive)	Friday 9:30AM-12PM & 1PM-4:30PM
East Aurora (292 Main St.)	Tue. 10AM-1PM; Wed. 10AM-1PM; Thu. 10AM-1PM
Lackawanna (659 Ridge Rd.)	Mon.-Wed. & Fri. 11AM-4:30PM; Thu. 11AM-5PM; E/O Sat. 10AM-1PM
Springville (270 S. Cascade Dr.)	E/O Friday 9AM-11AM

Additional locations can be found at www.identogo.com. Select "NY" and then click on "Locations" to view the listing.

What kind of ID information do I need to provide for fingerprinting?

You must have two forms of identification. At least one form 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-688A or B)
- Photo ID Card issued by Federal, State or Local Government

Acceptable 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-97)
- School Record or Report Card (only accepted for applicants under the age of 18)
- Clinic, doctor or hospital record (only accepted for applicants under the age of 18)

What is the total fee for fingerprinting?

The total fee is \$99.70

DCJS Fee	\$75.00
FBI Fee	14.75
MorphoTrust Fee	<u>9.95</u>
Total	\$99.70

What method of payment can I use for my fingerprint application fee?

The fingerprint 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 (personal, business check, certified check, bank check or money order made payable to "MorphoTrust USA") or cash only.

What do I do once I have been printed?

To complete the process, bring proof of fingerprinting and your payment receipt to the HCSD Human Resources Office at 5305 Abbott Rd., Hamburg, NY 14075. Any necessary forms (affidavit, reimbursement claim) will be completed at that time. Should you have any questions, please call (716) 646-3344.

The NYSED also has posted frequently asked questions regarding the fingerprint process on their website at: <http://www.highered.nysed.gov/tsei/ospra/faqfc.html>

III. You must create an account in the New York State TEACH system.

1. Self-Register and create a login account.
2. LOGIN TO TEACH to access your information. In this TEACH system you will record your certification progress as you complete each requirement.

Forgot your TEACH username or password?

IV. You must be currently certified in the following:

1. First Aid
2. CPR/AED

You may take these classes in your community. Keep copies of proof of your certification. You can find these trainings at Erie 1 BOCES through the link below.

V. You must be certified in DASA (Dignity For All Students Act)

Our recommendation on where to receive this certification is: Erie 1 BOCES, 355 Harlem Road, West Seneca, NY 14224, Building B. Pre-Registration is required.

Please go to <http://www.e1b.org>

Click on "Trainings & Workshops", then "Registration/Calendar." Look for "Dignity For All Students certification training" on the calendar, click the event, and then click the register button top left.

Any questions, call Dawn Novak at 716-821-7531.

Description: this session is designed to increase the participant's knowledge of the skills, abilities and responsibilities as related to the Dignity for All Students Act (DASA). Successful completion of this course will meet the certification requirements in §14(5) of Chapter 102 of the Laws of 2012. The training will address the social patterns of harassment, bullying and discrimination, marginalization and micro aggressions, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex as defined in §11-Definations. The training will address issues from a proactive – rather than a reactive-position and present the "goal" as creating an affirming educational environment for all students through addressing school culture and climate. Also covered will be the identification and mitigation of harassment, bullying and discrimination; and strategies for effectively addressing problems of exclusion, bias and aggression in an educational setting.

STOP!

When you have completed all 5 of these requirements, call the Hamburg District Athletic Director Patrick Cauley at 716-646-3344.

Coaching Certification Process: Non-Teacher Coaches

1) Basic Information

Those not holding valid NYS teacher or pupil personnel certification need to apply for a coaching license (volunteers, nurses, teaching assistants, community members, etc.) through TEACH Online Services.

A) **Initial license:** Temporary Coaching License/TCL (issued to school district).

May only be appointed if there are no certified teachers available with experience and qualifications to coach the sport.

There is now a separate fee for each sport coached. There are no more extensions to coach additional sports.

- 1st Temporary:

Requirements:

- Valid First Aid
- Valid CPR Certification
- Workshop: Child Abuse Identification
- Workshop: School Violence Intervention and Prevention (SAVE)
- Workshop: Dignity for All Students Act (DASA)
- Fingerprint Clearance
- School District Recommendation

- 1st Temporary Renewal:

Requirements:

- Valid First Aid
- Valid CPR Certification
- Workshop: Child Abuse Identification
- Workshop: School Violence Intervention and Prevention (SAVE)
- Workshop: Dignity for All Students Act (DASA)
- Fingerprint Clearance
- School District Recommendation

- 2nd Temporary Renewal through 4th Temporary Renewal:

Requirements:

- Valid First Aid
- Valid CPR Certification
- Coursework
 - *Philosophy, Principals and Organization of Athletics in Education*
Coaches of non-contact, non-strenuous sports only need this one course (bowling, golf, table tennis, badminton, rifle, archery, shuffleboard).
- Workshop: Child Abuse Identification
- Workshop: School Violence Intervention and Prevention (SAVE)
- Workshop: Dignity for All Students Act (DASA)
- Fingerprint Clearance
- School District Recommendation

NOTE: All three coaching courses (*Philosophy, Principals and Organization of Athletics in Education; Health Sciences Applied to Coaching and Theory & Techniques of Coaching*) must be completed within five (5) years of the effective date of the 1st Temporary Coaching License.

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B) **Advanced license:** Professional Coaching License/PCL (issued to individual)

The holder of a Professional Coaching License is considered on "equal footing" with certified teachers for coaching positions.

Professional Coaching License

Requirements:

- Possess a minimum of 3 Temporary Coaching Licenses
- Valid First Aid
- Valid CPR Certification
- Coursework
 - *Philosophy, Principals and Organization of Athletics in Education*
Coaches of non-contact, non-strenuous sports only need this one course (bowling, golf, table tennis, badminton, rifle, archery, shuffleboard).
 - *Health Sciences Applied to Coaching*
 - *Theory & Techniques of Coaching* (sport specific)
- Satisfactory Evaluation - Sport specific - 3 years
Must provide an evaluation prepared by the building Principal or Director of Physical Education/Athletics for each year coached under a TCL.
- Workshop: Child Abuse Identification
- Workshop: School Violence Intervention and Prevention (SAVE)
- Workshop: Dignity for All Students Act (DASA)
- Fingerprint Clearance

Professional Coaching License Renewal

Requirements:

- Possess a Professional Coaching License
- Valid First Aid
- Valid CPR Certification
- Coursework - completed
- Satisfactory Evaluation - Sport specific - 3 years - completed
- Workshop: Child Abuse Identification
- Workshop: School Violence Intervention and Prevention (SAVE)
- Workshop: Dignity for All Students Act (DASA)
- Fingerprint Clearance

C) Apply for the appropriate license on the TEACH system.

D) Extensions: applicants with extenuating circumstances may apply to SED for an extension of time to complete the coaching courses.

E) Equivalent Experience: applicants who have taken college level coaching courses similar to the NYS required course work may request a review of transcripts and course descriptions from SED for equivalent experience.

2) **TEACH Application Process: all applications must be done online.**

A) Go to <http://www.highered.nysed.gov/tcert/teach/>

- If you are **new to TEACH**, click Self-Registration to create a TEACH Account. **Be sure to record your user name and password or you will not be able to access TEACH in the future.**
- If you **already have a TEACH Account**, click Login to TEACH to access your information and services.

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- B) Apply for Certificate.
- Click on the link: Apply for a Certificate.
 - If you have not attended college, you will need to click on the next button two times on the Education/Experience screen.
 - Select your certificate as follows:
 - Select your Area of Interest: Other School Service.
 - Select your Subject Area: Coaching.
 - Select the Grade Level: Adolescent - Grades 7-12.
 - Select the Title: Select the sport you will be coaching.
 - Select the Type of Certificate: Select the type from the dropdown list.
 - Be sure to select the Pathway: Individual Evaluation.
 - If you need to apply for more than one sport, select additional certificates.
 - Your application must be reviewed by a BOCES. Select:
 - I want my application to be reviewed by the BOCES Regional Certification Office. Choose Erie 1 BOCES. If you do not find the BOCES by selecting the School District option, choose by selecting County.
 - Please note that if you do not select Erie 1 BOCES, the Erie 1 BOCES Regional Certification Office cannot access or assist you with any issues in your TEACH Account.
- C) If you have applied for a **temporary license**, please submit all required documentation/forms (no paper application) **to your athletic director. Your athletic director will forward your documentation along with a cover sheet to Erie 1 BOCES for processing.**
- If you have applied for a **professional license, or a professional license renewal**, please submit all documentation directly to Erie 1 BOCES for processing.
- D) For the Temporary license or Temporary license renewal, you must have a commitment from a School District for employment. The School District will enter a Superintendent Statement into TEACH. Your application will not be complete without receipt of this electronic statement.
- E) You and your school district will be able to check your TEACH account to determine the status of your application.