Capital Region BOCES
Board of Cooperative Educational Services

Regional Certification Office
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Capital Region BOCES
Board of Cooperative Educational Services

Temporary/Professional Coaching License issues

Coaching License timetable

This sequence of licenses allows a coach to legally gain the coaching experience needed to gain the Professional coaching license.

- **Temporary Coaching License**
  - Valid, acceptable First Aid (www.p12.nysed.gov/ciai/pe/toolkit.html)
  - Valid, acceptable CPR (www.p12.nysed.gov/ciai/pe/toolkit.html)
  - Workshop — Child Abuse (www.highered.nysed.gov/tcert/certificate/ca.htm)
  - Workshop — SAVE (www.highered.nysed.gov/tcert/certificate/save.html)
  - Workshop — DASA (www.highered.nysed.gov/tcert/certificate/dasa.html)
  - Current, sport- specific school district recommendation*

* ***Please note that a common error in the application process is that the school district recommendation is entered for the wrong level of temporary license. Work with your AD to make sure it is entered correctly in TEACH.***

Capital Region BOCES
Board of Cooperative Educational Services

Temporary/Professional Coaching License issues

- **Temporary Coaching License, 1st Renewal**
  - Valid, acceptable First Aid
  - Valid, acceptable CPR
  - Workshop — DASA
  - All coursework if more than five years elapses between temporary licenses in the same sport.
  - Current, sport- specific school district recommendation*

**** Please note that a common error in the application process is that the school district recommendation is entered for the wrong level of temporary license. Work with your AD to make sure it is entered correctly in TEACH.***

Temporary/Professional Coaching License issues

- **Temporary Coaching License, 2nd — 4th Renewal —**
  - Valid, acceptable First Aid
  - Valid, acceptable CPR
  - Workshop — Child Abuse
  - Workshop — SAVE
  - Workshop — DASA
  - Coursework: Philosophy, Principles and Organization of Athletics in Coaching
  - All coursework if more than five years elapses between temporary licenses in the same sport.
  - Current, sport- specific, school district recommendation*

* ***Please note that a common error in the application process is that the school district recommendation is entered for the wrong level of temporary license. Work with your AD to make sure it is entered correctly in TEACH.***

Capital Region BOCES
Board of Cooperative Educational Services

Temporary/Professional Coaching License issues

- **Professional Coaching License**
  - Valid, acceptable First Aid
  - Valid, acceptable CPR
  - Workshop — Child Abuse
  - Workshop — SAVE
  - Workshop — DASA
  - Coursework: Philosophy, Principles and Organization of Athletics in Coaching
  - Coursework: Health Sciences Applied to Coaching
  - Coursework: Theory & Techniques of Coaching ***(Sport- Specific)***
  - Three Years of Sport- Specific Experience as a NYS- Licensed Coach (this can be self reported in TEACH, verified by a letter from the district, or coaching evaluations for each year coached)*

* ***Please note that a school district recommendation is not required for a Professional Coaching License.***

Capital Region BOCES
Board of Cooperative Educational Services

Temporary/Professional Coaching License issues

- **Professional Coaching License Renewal**
  - Valid, acceptable First Aid
  - Valid, acceptable CPR
  - Workshop — Child Abuse
  - Workshop — SAVE
  - Workshop — DASA
  - Prior Professional Sport- Specific Licensure
  - Three Years of Sport- Specific, Satisfactory Evaluations as a NYS- Licensed Coach or attestation that they did not coach that sport (for any missing years) during the three -year validity of their most recent Professional License (this must be verified by a letter from the district, or coaching evaluations for each year coached)*

* ***Please note that a school district recommendation is not required for a Professional Coaching License Renewal.***

Capital Region BOCES
Board of Cooperative Educational Services

Superintendent Statement

Personal Information

First Name : Jane Last Name : Doe MI : R

SSN : xxx-xx-xxx

Statement Information

Please select the type of superintendent statement you would like to provide for this applicant. Upon selecting the type and clicking the **Go** button, you will be presented with a questionnaire that you must complete before submitting the statement to the Office of Teaching.

Select Statement Type: ----Select---- GO

Capital Region BOCES
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COURSES ACCEPTED AS MEETING THE COACHES FIRST AID AND CPR/AED REQUIREMENT (Updated) January 2014

***FIRST AID – All cards must be renewed every 3 years or per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A 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) (www.emsc.nysed.gov/ciai/physed.html - Click on Toolkit, then on Approved Coaching Courses)
2. American Red Cross (Please send a copy of your certificate) :
   a. The following Responding to Emergencies courses NOW VALID FOR ONLY 2 YEARS per ARC

      Responding to Emergencies First Aid
      Responding to Emergencies Adult and Child First Aid/CPR
      Responding to Emergencies Adult and Child First Aid/CPR/AED
      Responding to Emergencies Adult and Pediatric First Aid/CPR
      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

   b. Lifeguarding/First Aid/CPR/AED
   c. Lifeguarding/First Aid
   d. Waterfront Lifeguarding
3. NYS DOH/Bureau of Emergency Medical Services:
   a. Certified First Responder (meets FA & CPR certification)
4. National Safety Council:
   a. Advanced First Aid, CPR & AED (meets FA & CPR certification)
5. Emergency Care & Safety Institute (ECSI) (Please send a copy of your card)
   a. Sports First Aid & Injury Prevention-NYS Coaches
   b. First Aid, CPR, & AED, Essentials-NYS Coaches
   c. Health Care Provider CPR & AED
6. American Safety & Health Institute (ASHI) Advanced First Aid

***ADULT CARDIOPULMONARY RESUSCITATION (CPR) – All cards must be renewed every 1- 2 years per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A 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/ciai/physed.html - Click Toolkit, then on Approved Coaching Courses)
2. National Safety Council (NSC):
   a. CPR/ AED Course
   b. Advanced First Aid, CPR & AED

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

OVER

Capital Region BOCES
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COURSES ACCEPTED AS MEETING
THE COACHES FIRST AID AND CPR/AED REQUIREMENT
(Updated) January 2014

3. American Heart Association Courses (AHA):
   a. Advanced Cardiac Life Support (ACLS) – (credited only for CPR/AED)
   b. Basic Life Support for Health Care Providers (BLS)
   c. Heartsaver AED (includes CPR)
   d. Heartsaver First Aid/CPR/AED
4. American Red Cross Courses (Please send a copy of your certificate)
   a. Adult CPR/AED (Note: For High School level coaches only)
   b. Adult & Child CPR/AED
   c. CPR/AED for the Professional Rescuer (credited for CPR and AED)
   d. Lifeguarding
   e. Lifeguarding/First Aid/CPR/AED
   e. Waterfront Lifeguarding
   f. Responding to Emergencies courses listed as follows:

      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

   g. CPR/AED for Professional Rescuers and Health Care Provider
5. American Safety & Health Institute (ASHI) (Please send a copy of your card)
   a. Adult CPR/AED (For High School Coaches only)
6. Emergency Care & Safety Institute (ECSI) (Please send a copy of your card)
   a. Sports First Aid & Injury Prevention-NYS Coaches
   b. First Aid, CPR, & AED, Essentials-NYS Coaches
   c. Health Care Provider CPR & AED

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

a. All Nurses b. Physician – Physician Assistant c. Certified EMT/Paramedic d. Certified Athletic Trainer 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 certifications not listed, please contact the Associate in Physical Education at (518) 474-5922.

OVER

School District Recommendation Common Issues

- Recommendation is for the wrong sport.
- Recommendation is for last season.
- BOCES associates the recommendation before sending the case to SFD for review.

Three Coaching Courses- Common Issues:

- All coursework is required (up -front) if five years elapses between temporary licenses in the same sport.
- Theory and Techniques coursework must be sport- specific.
- Course titles must be correct.
- Time Extensions
- To meet unmet coursework requirements for the next level license are issued through Darryl Daily's office. The application for a time extension is in the Coaching Guidelines packet. The application is sent to Darryl, approved by his office – when approved, Darryl's letter must be sent as part of application
- Time extensions are only applicable to coursework requirements.
- For any exemption for equivalent coursework, the applicant must obtain a letter from Darryl Daily's office.
- Non-Strenuous sports, such as Bowling, Archery, Gulf, etc. are only required to complete the "Philosophy" coursework for Professional licensure.
- "Sham" certificates are not acceptable.
- Certificates must be unaltered and show a complete date of completion. Month/Year alone for the date of completion is unacceptable.

Professional Coaching License Common Issues

- Three years of experience **can** be self - reported through TEACH, or written evaluations can be submitted. Experience claimed must be under a valid coaching license in that sport.
- Anyone who has worked under three temporary coaching license is assumed to have three years of experience.
- Licenses referenced in photocopies, TEACH system notes or other correspondence should be entered on TEACH

Professional Coaching License Renewal Common Issues

- Evaluations must be sport- specific and be for the seasons covered by the most recent Professional or Professional Renewal coaching license. For seasons where the coach didn't work as "a coach, he or she must provide an attestation of such.
- Evaluations must be satisfactory.

First Aid Requirement Common Issues:

- Wrong First Aid (an unacceptable course such as "Wilderness First Aid ").
- The course title must EXACTLY match the course titles on list.
- Old SED templates that do not have Darryl Daily's signature are unacceptable.
- Courses from the American Red Cross must be verified through the website, www.redcross.org/confirm and the course title must match our list.
- "Challenge" courses from the American Red Cross are never acceptable.
- "Review" or "Update" courses are not acceptable for the Temporary Coaching License**, unless the applicant has been previously licensed in another sport or**
- Lifeguarding designations are often troublesome. Check the title carefully.
- Validity period must not be cut off from the photocopies.
- Exemptions for Nurses, Physicians, Physicians Assistants, etc. must show a valid NYS registration from the Office of Professions.
- Exemptions for Fire and Police Officers must be accompanied by a copy of their ID Card and a letter (on letterhead) from their commanding officer showing current employment.
- Certificates and Cards must be unaltered and show a complete date of completion. Month/Year for the date of completion is unacceptable.
- **On-line courses are not acceptable**

CPR Requirement Common Issues:

- Wrong CPR Course (an unacceptable course such as "Wilderness CPR. ").
- The course title must match EXACTLY course titles on list.
- Old SED templates that do not have Darryl Daily's signature are unacceptable.
- Courses from the American Red Cross must be verified through the website, www.redcross.org/confirm and the course title must match our list.
- 'Challenge' courses from the American Red Cross are never acceptable.
- Responding to Emergencies courses from the American Red Cross must contain the AED component to be acceptable for both First Aid and CPR. Without the AED component, it may be acceptable for First Aid only. Check the verification code for additional information.
- “Review" or "Update 'courses are not acceptable for the Temporary Coaching License, unless the applicant has been previously licensed in another sport.
- Lifeguarding designations are often troublesome. Check the title carefully.
- American Heart Association "Heartsaver First Aid CPR/AED" **is acceptable for CPR only.**
- Validity period must not be cut off from the photocopies.
- Certificates and Cards must be unaltered and show a complete date of completion. Month/Year for the date of completion is unacceptable.
- Heartsaver CPR needs full start date to be acceptable.
- **On-line courses are not acceptable**

Capital Region BOCES
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1 - Make sure that the correct course (Initial or update) is indicated on the certification

2 – Only the "Darryl L. Daily" form is acceptable

NEW YORK STATE EDUCATION DEPARTMENT
Physical Education

CERTIFICATE OF COMPLETION

FIRST AID for Coaches

☐ Initial Course 12 hrs. ☐ Update Course 5.5 hrs. 1

This is to certify that:

_____
(Name)

HAS COMPLETED THE FIRST AID KNOWLEDGE AND SKILLS COURSE
REQUIRED FOR COACHES AS TAUGHT BY:

SOUTHERN WESTCHESTER BOCES

This agency/individual is approved to teach first aid skills and knowledge for Coaches
as specified in the Regulations of the Commissioner of Education - Section 135.5

Instructor	Program Administrator
Date 2	Darryl L. Daily State Education Department Approved

Note: This certificate expires 36 months after date of issue. *Revised 4-18-14*

Workshop Requirement Common Issues:

- Forms not filled out completely, unsigned or filled out incorrectly are unacceptable.
- Unacceptable form submitted
- DASA must be the complete 6 hour workshop to be acceptable

Capital Region BOCES

Board of Cooperative Educational Services

Form must be:

1 – Completely filled out

2 – Signed

3 - Dated

THE STATE EDUCATION DEPARTMENT
CERTIFICATION OF COMPLETION
TRAINING IN THE NEEDS OF STUDENTS WITH AUTISM

PART A — **TRAINEE INFORMATION**

1. Trainee must complete all items in Part A. Return to provider for completion of Part B, "Certification by Approved Provider."
2. The provider will return the Certification form, with Part B completed, to the trainee. It is the trainee's responsibility to submit the original copy of this Certification form to the New York State Education Department at the appropriate time. It should be submitted along with other relevant forms when the trainee applies for certification.

1. Print name exactly as it currently appears on New York State Education Department records:
   - Last Name: [redacted]
   - First Name: [redacted]
   - Middle/Initial: S
2. Print your current address:
   - Care of:
   - Street: [redacted]
   - City: Schenectady
   - State: NY Zip Code: 12308
3. Date of Birth Month [redacted]
4. Social Security Number:

1

2 Signature: Date: 9/1/12

3

PART B — **CERTIFICATION BY APPROVED TRAINING PROVIDER**

1. Provider must complete Part B.
2. The EDUCATION DEPARTMENT - ORIGINAL COPY and TRAINEE COPY should be returned to the trainee within 21 calendar days of the completion of course work or training.
3. The provider of the course work or training must retain the PROVIDER COPY. This copy must be retained in the provider's files for not less than six years from the date the course was completed.

Pursuant to §§3004(4) and (5) of the Education Law, as added and amended by Chapter 143 of the Laws of 2006 and Chapter 484 of the Laws of 2008, I certify that the person indicated in Part A has completed the required course work or training in the needs of children with autism.

Name of Authorized Certifying Officer (Print or Type) Jane Ann Worlock, M.S. Ed	Approved Provider Name Center for Autism and Related Disabilities
Signature of Authorized Certifying Officer Jane Ann Worlock	Identification Number: 27
	Training/Course work Date(s): 8/31/12