

# Coaching Certification Process

## Welcome to the Coaching Certification Process in the Newfane 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:**

If you are a certified teacher in New York State, you may have completed some of the first five steps for a coaching certification. Please call the Athletic Office at 716-778-6563 with any questions.

### **I. You must complete the following workshops:**

- Violence (SAVE) Workshop
- 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") uses the Statewide Vendor Managed System with MorphoTrust to process fingerprint supported background checks. Please visit the **Fingerprint Frequently Asked Questions** (FAQs) information page for **Individuals** prior to scheduling a fingerprinting appointment:

<http://www.nysed.gov/educator-integrity/fingerprint-frequently-asked-questions-faqs>

## **How do I schedule a fingerprinting appointment?**

Click on the following link to visit the NYS Education Department's website:

<http://www.nysed.gov/educator-integrity/fingerprinting>

Click on the URL next to the applicant type "Employee" to schedule an appointment for fingerprinting.

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

The fingerprint fee can be paid at the time of the fingerprinting session with a credit card or a check (personal, business check, certified check, bank check or money order made payable to "IDEMIA").

## **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-688, 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)

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

- [Self-Register and create a login account.](#)
- [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:**

- First Aid
- CPR/AED

Keep copies of proof of your certification. You can find these training BOCES through the link below.

Link: <https://ny02216875.schoolwires.net/Page/543>

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

Our recommendation on where to receive this certification through Boces

Link: <https://ny02216875.schoolwires.net/Page/543>

Any questions, call the athletic office 716-778-6563

Description: This session is designed to increase the participants 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 microaggressions, 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-Definitions. 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 Newfane Athletic Office  
716-778-6563**

\*After receiving your initial coaching certification approval you will need to also complete three more courses within five years. These courses can be taken through BOCES.

- 1. Theory & Techniques of Coaching Sessions**
- 2. Philosophy, Principles & Organization of Athletics**
- 3. Health Science Applied to Coaching**

Information about these courses can be found at <https://ny02216875.schoolwires.net/Page/543>