

Coaching Authorization Renewal Directions

Before You Begin

The following requirements need to be met and have the appropriate documentation to renew a coaching authorization:

1. [CPR training](#) and completion certificate (must be an acceptable CPR certification provider, can be online or face-to-face)
2. [Concussion training](#) and completion certificate (from the National Federation of High Schools – not the Heads Up version)
3. [Mandatory reporter training](#) for child abuse and completion certificate
4. One rules meeting, NFHS video, or workshop, clinic (can be verified by the school AD/Admin). College credit, [licensure renewal credit](#), or renewal activity from NEACA, Kirkwood, or Iowa Lakes Community College.

** Ethics for educators training is required for an *old coaching authorization* issued before July, 1 2000 if this is the first renewal since. The [Ethics for Educators module](#) is a one-hour training available from AEA Learning Online and can count for number 4 above.

OR

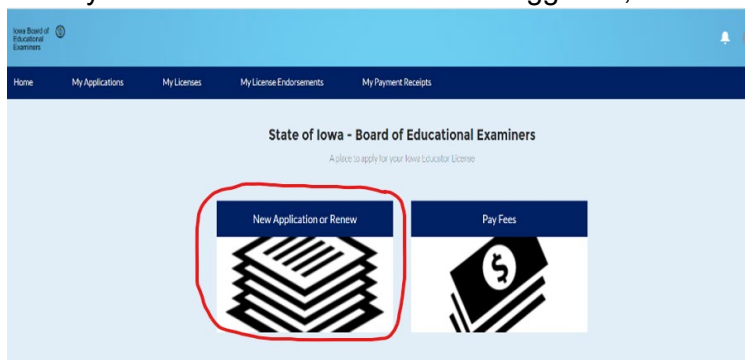
Verification of a Master's degree or higher, at least 10 years of PK-12 licensed experience, and the [mandatory reporter training](#) for child abuse.

Directions

1. Go to the [Apply webpage](#) under Educator Licensure.
 - Have your folder number ready if you already hold a license.
 - Use the [License Search](#) if you are unsure of you folder number or unsure if you have one.
2. From the Apply webpage, select either:
 - a. [Create a new account](#) (if you have never use our online application system)

or

 - b. [Log In](#) (if you already have an account)
3. Once you have created an account or logged in, select **New Application or Renew**.



4. Confirm your profile information and select **Next**
5. Select **Renew Existing License**

Please select the type of application you would like to begin.

- Apply for a new License
- Renew Existing License
- Convert a License
- Extend a License
- Add Endorsement
- Other (Reprint Request, Update Information, Etc)

6. Choose your coaching authorization
7. Select Application: **Renew Coaching Authorization**

Select Application Type

Renew Coaching Authorization

8. Agree to create the application
9. There are three steps to complete the application:
 - a. Complete the checklist: it is important to read each checklist question so it creates an accurate application.
 - b. Upload the required documents
 - c. Pay the fees/submit application
 - i. The application fee is \$85
 - ii. The background check fee is \$10