

First Coaching Authorization Requirements and Application Directions

Requirements & Documentation

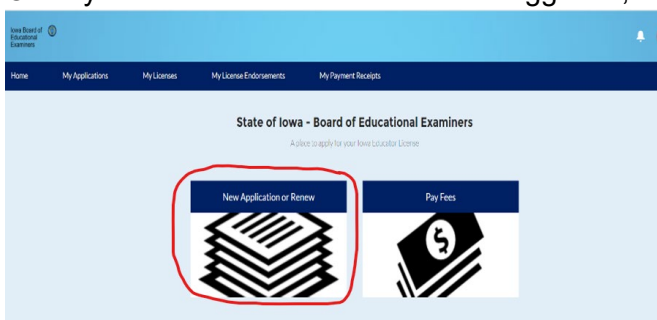
1. 18 years of age (and high school diploma or equivalent if under 20 years of age)
2. CPR training and certificate
 - a. CPR Certification Requirements:
 - i. Certification must be obtained through an [approved provider](#)
 - ii. Training may be fully online or fully in person or a combination
 - iii. If the CPR course is delivered in a hybrid format (part online, part in person), both sections must be completed for certification to be valid (both certificates or a final certification must be submitted)
 - iv. Training may be adult CPR, child CPR or a combination
3. [Concussion training](#) and certificate from the National Federation of High Schools (not the Heads-Up version)
4. [Mandatory reporter training](#) and certificate for child abuse.
5. 55-hour workshop certificate from an [approved provider](#) or college coursework which includes the following content:
 - a. Structure and function of the human body
 - b. Prevention and care of athletic injuries
 - c. Human growth and development
 - d. Theory/methods and ethics of coaching

Application Directions

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

5. Select **Coaching** as the Professional Area in which you are applying

Please Select the Professional Area in which you are applying:

Coaching

6. Select the application: **First Coaching Authorization (in lieu of a coaching endorsement on a teaching license)**

Please Select Application

First Coaching Authorization (in lieu of a coaching endorsement on a teaching license)

7. The system will now have you

- a. Agree to creating an application, read through the instructions and scroll to the red X's.
- b. Complete a checklist
 - i. This is where you will agree to FBI fingerprinting and click on [BOEE Instructions for using Fieldprint](#) to schedule your appointment. **Note: There is a CODE in the instructions you will need.**
 - ii. It is important to read each checklist question so you create an accurate application.
- c. Upload the required documents.
- d. Pay the fees/Submit application.