



## CHSAA COACHING REGISTRATION INFORMATION - Page 1 of 2

For persons who do NOT hold a current teaching certificate.

**IMPORTANT COACHING INFORMATION** - at the January 2007 Board of Control meeting, the decision was made to remove the second one-year renewal step in coaching registration. Beginning July 1, 2007, only an initial one-year registration and a permanent registration are available. Those coaches who have a one-year registration that expired after JUNE 30, 2007 must take a coaching class and have proof of current first aid in order to upgrade to a permanent registration. No one-year renewals will be accepted after JUNE 30, 2007. A coach can do a one-year registration, then upgrade to permanent the next year OR they can take a coaching class and current first aid to get a permanent registration the first year.

### One-Year Coaching Registration Checklist

Note: A person can only have a 1-Year Coaching Registration one time. If you have or have already had a 1-year registration you must complete the Permanent Coaching Registration requirements

- A completed Coaching Registration Application
- Attached proof of passing the CHSAA Online Coaches Test and either the NFHS Concussion course or an in-person concussion education course.
- Payment of \$75
- NFHS Concussion Course

### Permanent Coaching Registration Checklist

- A completed Coaching Registration Application
- Attached proof of passing the CHSAA Online Coaches Test
- Attach proof of passing the NFHS Concussion Course
- Attached proof of completing an Approved Coaching Education Course
- NFHS Concussion Course
  - o All Sport CHSAA accepted Coaching Education Courses (Only one of the following is required)
    - The NFHS Fundamentals of Coaching ( The non sport specific version) \*this course is recommended by CHSAA
    - HPPE 350 Coaching Methods, Adams State College
    - Metro State Coaching Education Course
    - Northeastern Junior College Coaching Class, PER 126-001
    - Transcripts with at least 16 college credit hours related to PE and/or coaching
    - ASEP Coaching Course
  - o Spirit CHSAA accepted Coaching Education Courses (Only one of the following is required)
    - Certificate of attendance at the Colorado Spirit Coaches Association Clinic
    - NFHS Fundamentals of Coaching course
    - 16 college credit hours on a transcript related to P.E. or Dance
  - o Music CHSAA accepted Coaching Education Courses (Only one of the following is required)
    - 16 college credit hours on a transcript related to music
    - Certificate of attendance at the CMEA Conference
    - Certificate of attendance at the Colorado Bandmasters' Assoc. Summer Clinic
  - o Speech CHSAA accepted Coaching Education Courses (Only one of the following is required)
    - 16 college credit hours on a transcript related to speech education
    - Certificate of attendance at the Colorado Speech Symposium
    - Certificate of attendance at the Critics Certification Workshop

Proof of current First Aid and or Sports Medicine Class. (Required for all Sports)

Payment of \$75

? What is an upgrade and how can I receive one?

- A coaching upgrade is what happens when a 1-Year coach turns in all paperwork for a permanent coaching registration before the expiration of their current 1-year coaching registration to avoid paying another \$75 fee for permanent coaching status. Upgrades must be submitted to the CHSAA within the duration of a Current 1-year coaching registration. All upgrades must include all paperwork on the Permanent Registration checklist. Upgrades will not be accepted if received after the expiration date of a 1-year registration.

### Coaching Registration Checklist for Retired Educator

- A completed Coaching Registration Application
- Attached proof of passing the CHSAA Online Coaches Test
- A copy of expired teacher's license
- Proof of current First Aid and or Sports Medicine Class.
- NFHS Concussion Course

The fee for all CHSAA Coaches Registrations is \$75.00. There is no charge to upgrade to permanent if the one-year registration is still current.

Mail to: CHSAA  
14855 E. Second Avenue  
Aurora, CO 80011

More Information can be found at CHSAA.org and "Coaches"

No certificates are mailed to schools or coaches. Registration can be checked at CHSAA.org and "Find Registered Coach by Last Name"

The online coaches' test is located at CHSAA.org and "Take the 2011-2012 Coaches/AD Test Here"

**2011- 2012 COACHING REGISTRATION APPLICATION**

Payment: \_\_\_\_\_  
(Office Use Only)

Date: \_\_\_\_\_

Check One: One-Year Application \_\_\_\_\_ Permanent Application \_\_\_\_\_ (See # 2 for requirements on previous page)

*Registration will NOT be granted unless your school has a signed form on file with CHSAA verifying your school has a Professional Coaching Development Program. A list of these schools is available on the CHSAA website at www.chsaa.org under "Coaches Corner". ( Your Athletic Director will know if this process is complete)*

Name: \_\_\_\_\_  
Last First M.I. Maiden

Mailing Address: \_\_\_\_\_  
Street, RFD, Box City State Zip Code

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

At which school will you be coaching?  
(if not currently employed write N/A) \_\_\_\_\_

**EDUCATIONAL EXPERIENCE: (Attach transcripts only if you have a major/minor in PE or related field or a minimum of 16 hours or more in PE or related field).**

**Applicant Background Information**

- |   |  |     |    |
|---|--|-----|----|
| 1 | Have you been dismissed from coaching for immoral or unprofessional conduct or for unfitness for service?  | Yes | No |
| 2 | Have you ever been convicted of a felony and/or misdemeanor other than minor traffic offenses?<br><i>(If applicant answers "YES", a full explanation must be attached to this application, including documents delineating final disposition and a letter from the school where you are coaching stating they know about the felony/misdemeanor and still wish to hire you.)</i> | Yes | No |
| 3 | Have you had a certificate or registration for coaching or teaching revoked, suspended, or annulled?   | Yes | No |

**Section Must Be Filled Out By The Athletic Director**

- |   |   |     |    |
|---|---|-----|----|
| 1 | I verify that this applicant has acceptable moral character   | Yes | No |
| 2 | I verify that this applicant has answered no to all three of the background questions on the Application.   | Yes | No |
| 3 | In addition, I have either employed this candidate in the past and know of his/her moral character, or have checked with at least one other professional who has attested to his/her moral character. | Yes | No |

Signature of Athletic Director \_\_\_\_\_ Date \_\_\_\_\_  
*This Signature is Required for Registration to be complete*

Signature of Applicant \_\_\_\_\_  
*(Must be signed in the presence of a Notary Public – REQUIRED)*

Subscribed and Sworn To Before Me This \_\_\_\_\_ Day Of \_\_\_\_\_ 20 \_\_\_\_\_

**Witness My Hand and Official Seal**

\_\_\_\_\_  
Notary My Commission Expires: \_\_\_\_\_

Seal

\_\_\_\_\_  
Address