

IHSA Non-Faculty Certified Coach Requirements

Persons becoming certified must complete an online course. There are two companies IHSA utilize to help non-faculty coaches to become certified to coach in Illinois. They are called ASEP (American Sport Education Program) and NFHS (National Federation of State High Schools).

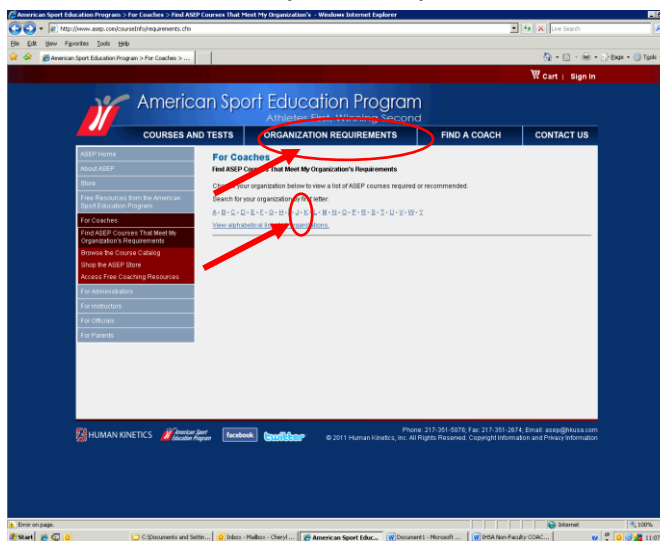
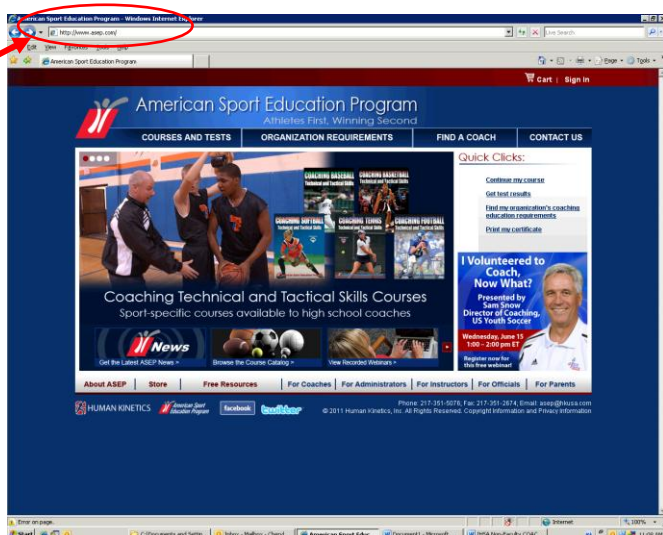
- **ASEP Certification:** You must add to your cart from the ASEP.com website and complete one of the following packages (both meet the IHSA By-Law Requirement)
 - IHSA Coaching Orientation Online Package, cost \$110.00
 - Or--
 - IHSA Coaching Education Online Package, cost \$140.00

Directions to purchase online package:

1. www.asep.com

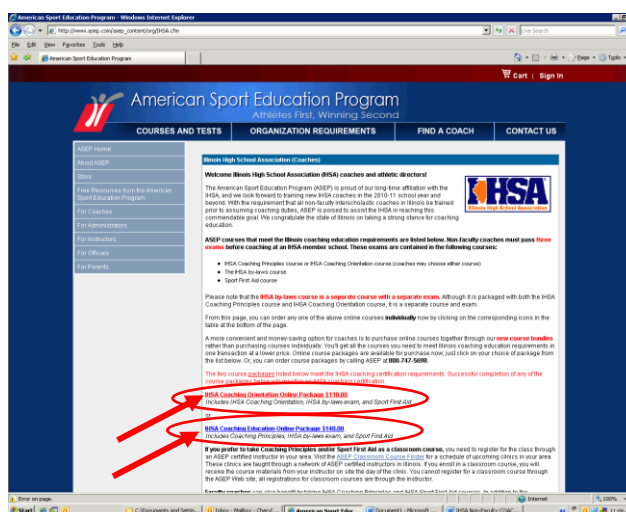
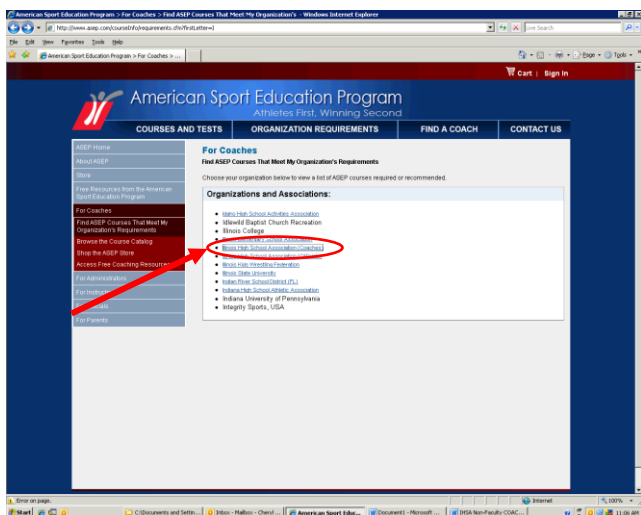
2. Click on Organization Requirements

3. Click on I (for Illinois)



4. Click on Illinois High School Association (Coaches)

5. Select 1 course by clicking the underlined link for the course you are selecting and add to the shopping cart and follow the instructions



- **How do I obtain a copy of my ASEP Certificate?** To obtain a copy or replacement certificate, you can download it from the ASEP website or contact the ASEP office @ (800) 747-5698 Ext. 2222
- **If you have passed the ASEP Courses and have coached, but subsequently took time off, do you need to retake the courses and re-certify?** No, at this time once you have passed the courses you do not have to take them again.

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.

- **NFHS Certification:** You must add to your cart from the NFHS.org Website both of the following: Fundamentals of Coaching (\$69.00) and First Aid for Coaches (\$65.00) = \$134.00 total

Directions to purchase online courses:

1. www.nfhslearn.com
2. You must click on and register

The screenshot shows the NFHS Learning Center website. The main navigation bar includes links for COURSES, CERTIFICATION, LOCKER ROOM, COLLEGE CREDIT / CEUs, STATE REQUIREMENTS, COACH SEARCH, and HELP. A central banner promotes the 'FUNDAMENTALS OF COACHING TRACK AND FIELD' course, featuring hosts Hyleas Fountain and Dan O'Brien. To the right of the banner is a 'SIGN IN HERE' section with fields for 'Your Email Address' and 'Your Password', and a 'Register' button circled in red. Below the banner are sections for 'GREAT FREE COURSES' (including 'CONCUSSION IN SPORTS' and 'THE ROLE OF THE PARENT IN SPORTS'), a 'New Online Publication' for 'Coaching TODAY', and a 'CLICK HERE TO VIEW ALL AVAILABLE NFHS COURSES' button. At the bottom, there are partner logos for NCAA I choose Division II, social media links for Twitter and Facebook, and a 'ULTIMATE HIGH SCHOOL BUYERS GUIDE' section.

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.

3. Complete Registration Form

Register as a New User

Please note, it is important to use a valid email address for this site. This address will be used as your username to sign in and as the primary means for communication with you.

Yahoo, AOL, Hotmail, MSN, etc. accounts may have SPAM blockers that interfere with e-mails from NFHS Learn. Please add nfhslearn.com to your e-mail "safe list."

Profile Information

Email Address (*):

Re-Enter Email Address (*):

Password (6 character min) (*):

Re-Enter Password (*):

Security Question (*):

Security Question Answer (*):

Personal Information

Salutation:

First Name (*):

Last Name (*):

Suffix:

Country (*):

Address 1 (*):

Address 2:

City (*):

State (*):

Zip (*):

Phone (###-###-####) (*):

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.

4. Select Illinois from the drop down menu

5. Add two Courses to Shopping Cart: Fundamentals of Coaching – IL \$69.00
AND First Aid for Coaches – IL \$65.00 (Both Required)

The screenshot shows the NFHS Learning Center website in Internet Explorer. The page title is "PRICING AND STATE REQUIREMENTS". A dropdown menu is set to "Illinois". Below this is a table with columns "Item" and "Description".

Item	Description
Governance	The state Activities Association establishes and governs standards for coaching education requirements. Policies do not apply to middle schools.
Coaching Education Requirement	This state requires coaches to complete coaching education requirements. To satisfy the IHSAA requirement coaches must purchase both the NFHS Fundamentals of Coaching and First Aid for Coaches courses.
Adjustment to Coaching Education Requirement	This state exempts coaches who (a) have a teaching license/certificate or (b) are certified teachers (retired).
Content of Coaching Education Requirement	This state stipulates coaches must complete a fundamentals of coaching course, a first aid for sport course and an online rules meeting.
Modes of Training	This state permits coaches to satisfy coaching education by completing an equivalent training program (i.e., NFHS, ASEP), state Activities Association training, or undergraduate/graduate degree program coursework.
Timeframe to Complete Coaching Education Requirement	This state recommends coaches complete coaching education requirements within one (1) year.
Recertification Requirement	This state requires coaches to attend an annual rules training.
Method of Delivery	Both the Fundamentals of Coaching and First Aid for Coaches courses must be completed online.

Below the requirements table is a table of "Online Courses" with columns "Item" and "Price".

Item	Price
Fundamentals of Coaching - IL	\$69.00
First Aid for Coaches - IL	\$65.00
Soccer: Fundamentals of Coaching Soccer - IL	\$50.00
Wrestling: Fundamentals of Coaching Wrestling - IL	\$50.00
Engaging Effectively with Parents - IL	\$20.00
Football: Fundamentals of Coaching Football - IL	\$50.00
Teaching and Modeling Behavior - IL	\$20.00
Volleyball: Fundamentals of Coaching Volleyball - IL	\$50.00
AACCA Spirit Safety Certification - IL	\$75.00
Teaching Sports Skills - IL	\$50.00
Softball: Fundamentals of Coaching Softball - IL	\$50.00
NCAA Eligibility Center Coaching Education - IL	\$20.00
Concussion in Sports - What You Need To Know - IL	\$0.00
Cheer and Dance: Fundamentals of Coaching Cheer And Dance - IL	\$50.00
Basketball: Fundamentals of Coaching Basketball - IL	\$50.00
The Role of the Parent in Sports - IL	\$0.00

- **How do I obtain a copy of my NFHS Certificate?**

To obtain a copy or replacement certificate, you can download it from the NFHS website or contact the NFHS Office at (317)-972-6900

- **If you have passed the NFHS Courses and have coached, but subsequently took time off, do you need to retake the courses and re-certify?**

No, at this time once you have passed the courses you do not have to take them again.

- **Does the NFHS program transfer from State to State? Yes.**

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.

- **Classroom Certification: The following are all of the coaching education classroom programs currently approved by the IHSA Board of Directors: (12/12/2008)**

1. American Sport Education Program (ASEP), Champaign, IL 61825-5076
2. National Federation of High Schools Coaches Certification Program
3. HPR207, "The Coach In Organized Sports And Athletics" offered by Illinois State University, Normal, IL 61761
4. Department of Kinesiology Coaching Endorsement in the Undergraduate Studies Program University of Illinois, Champaign IL
5. Coaching Minor offered by Northern Illinois University, DeKalb, IL
6. Coaching Minor offered by Olivet Nazarene University, Kankakee, IL
7. Program for Athletic Coaches' Education (PACE) offered by Michigan State University Institute for the Study of Youth Sports, East Lansing, MI 48824
8. Coaching Minor Offered by Southern Illinois University Department of Physical Education, Carbondale, IL 62901
9. Coaching Education Program offered by Ashford University, Clinton, IA
10. Coaching Minor Offered by Quincy University, Quincy, IL 62301
11. Coaching Certification Program offered by the University of Wisconsin-Parkside Kenosha, WI 53141-2000
12. Iowa Coaches Authorization Board of Educational Examiners Licensure Bureau, Des Moines, IA 60319-0146
13. Coaching Minor offered by Blackburn College, Carlinville, IL 62626
14. Coaching Minor offered by Loras College, Dubuque, IA 52003
15. Coaching Minor offered by MacMurray College, Jacksonville, IL
16. Coaching Certificate offered by Rock Valley College, Rockford, IL

Where can I find a complete list of ASEP Classroom courses?

http://www.asep.com/courseInfo/findCal_classroom.cfm

How much does the ASEP Classroom course cost?

The Coaches Orientation Classroom course runs \$110.00 (plus the instructor's fee of approximately \$50.00 to \$75.00). The person taking the course should contact the instructor for the classroom course they will be attending for complete details. The instructor name and phone number is listed on the list of classroom courses found at http://www.asep.com/courseInfo/findCal_classroom.cfm.

Generally the courses are taught in 1 day and then the coach completes the necessary home study prior to testing. All testing must be accomplished on-line.

What is the time requirement to complete the ASEP classroom course?

One (1) year from the day the course is started. However, remember that **no one may begin to coach** until they have completed all IHSA coach's certification requirements.

Can I attend a classroom course and still take my exams online?

Yes. All exams must be taken online. Materials distributed by the instructor conducting the classroom course will contain instructions to allow you to go online to complete your exams. **All exams must be completed online.**

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.

The information contained on the following pages is provided to inform the potential high school coach of their options relative to becoming certified to coach interscholastic sports in Illinois. You will find:

- I.) The IHSA definition of a coach
- II.) IHSA By-Law 2.070 – Qualifications of Coaches (and illustrations)
- III.) Answers to Frequently Asked Questions
- IV.) Important links to ASEP and to the NFHS to purchase approved Coaches Certification Courses

I. IHSA DEFINITION OF A COACH:

Coach — Any person, regardless of whether employed or volunteer, who instructs, supervises, or otherwise manages or participates with student athletes in conjunction with a practice, tryout, drill, workout, evaluation of competition activity.

II. FREQUENTLY ASKED QUESTIONS AND ANSWERS

General Non-Faculty Coaching Requirements, Questions and Information

1) WHO MUST BE CERTIFIED TO COACH IN IHSA PROGRAMS? EVERYONE!!!

EVERY PERSON WORKING WITH MEMBER IHSA HIGH SCHOOL STUDENT/ATHLETES MUST BE CERTIFIED! THIS INCLUDES PAID, NON-PAID VOLUNTEERS, PART TIME, ETC.... EVERYONE!

2) What is the age requirement for a Head, Asst. or Volunteer coach?

Nineteen (19) years of age. All coaches must meet the 19-year age requirement whether or not the coaching position is paid or voluntary.

a.) **Can a person take the exams before turning 19?** Yes, but they may not coach until they reach their 19th birthday.

3) Are coaches eligible to coach immediately after testing?

No, not until you are notified of a passing grade. When testing online, you will know almost immediately how you scored on the exam(s).

4) Is a cheerleading coach required to take acquire certification?

If a school is competing in **competitive cheerleading**, the coach must become certified in order to meet the bylaw requirement.

If a school has **sideline cheerleaders only**, the coach does not have to acquire certification. In this case, sideline cheerleading is classified as an activity. Activity sponsors or coaches are not currently required to acquire coaches certification.

5) Can course materials be shared? No, a course must be purchased by all entities taking the course.

6) What is the time requirement to complete the online exams?

One (1) year from the day the course is started. However, remember that **no one may begin to coach** until they have completed all IHSA coach's certification requirements.

7) Once, I complete my tests online, how long does it take to get the results?

You will be notified of your test results almost immediately.

8) Retesting? If I fail an online exam(s), can I retest?

Yes, you can (must) take any failed exam again if you wish to become IHSA certified. The charge to retake an ASEP exam is \$10.00.

Steps to retest online -After viewing the results of your online examination and verifying that it will be necessary to retest, follow these steps:

- a. Return to the ASEP homepage and select the "Quick Link" to take a retest.
- b. From here follow the instructions provided on your computer screen.

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.

Special Circumstance Information:

9) Does a coach have to obtain the ASEP or NFHS coaches certification if he/she has a substitute-teaching certificate (Type 39)? It depends on the type of coaching position. If the person will be:

- **Asst. Coach:** The Type 39 will satisfy the requirement, and the **assistant coach** will not have to complete a certification program.
- **Head Coach: The Type 39 will not** satisfy the requirement for head coaches and he/she must become certified. The certification program must be completed and the coach must possess his/her certificate or notification of passing grades prior to any coaching interaction with high school students.

10) Out-of-State Teaching Certificates?

A person who has an out-of-state teaching certificate can apply for a substitute-teaching certificate in Illinois, but could only serve as an assistant coach. A person who has an out-of-state teaching certificate and would like to be a head coach should contact the Illinois State Board of Education to find out what's necessary to possess an active Illinois Teaching Certificate or complete the ASEP Certification Course. The web address for the Illinois State Board of Education is: <http://www.isbe.state.il.us/>

11) Sports First Aid Waivers

Waivers are granted only for the Sports First Aid Course (ASEP), and the First Aid For Coaches course (NFHS) **and only** if the individual is a **Licensed Doctor, Nurse, EMT or Certified Athletic Trainer**. A written request and documentation must be sent via email (preferably) to (rmcgraw@ihsa.org) or fax (309-664-7479) to Ron McGraw at the IHSA for verification before the waiver can be officially granted.

Note: waivers are not granted to those individuals holding only a first aid certification from agencies such as The American Red Cross. While such certifications are valuable, they do not meet the standard of the more comprehensive Sport First Aid Course adopted by the IHSA Board of Directors.

12) A School is interested in filling a Head Coaching position. The applicant has a Bachelors or an advanced degree (IE: Masters). The applicant has no Illinois Teaching Certificate. Does the applicant need to complete a certification Course?

Yes, the applicant must successfully complete the ASEP Course since he/she does not have an Illinois Teaching Certificate and is applying for a Head Coaching Position. Note: If applying for an asst. position, he/she would not need a Certificate if he/she has a substitute teaching certificate (Type 39) (see FAQ #20).

13) Must a volunteer coach meet all IHSA coaches certification requirements?

Yes, all requirements must be met. It does not matter if the coach is paid or a volunteer.

Important Contacts:

IHSA Contact Information:

Ron McGraw, Assistant Executive Director: rmcgraw@ihsa.org

1. Report coaching violations
2. IHSA By-Law Exam questions
3. Waivers for Sports First Aid Exam (email documentation and include your email address as well as the type of course (ASEP or NFHS) you are taking so credit can be given).
4. Assistance with questions which may not have been covered in this document

Cheryl Lowery, Administrative Assistant: clowery@ihsa.org

1. Assistance with questions which may not have been covered in this document.
- www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.

The ASEP and NFHS Offices are responsible for distribution of all coaching certification materials (including certificates) for IHSA. Any questions pertaining to those issues should be directed to the appropriate office.

ASEP Contact Information:

1. Coaching Principles/Sports First Aid Exam questions
2. Problems with Information posted on the ASEP Web Site
3. Problems with Ordering the Online ASEP Course

Jerry Reeder, *Sales Implementation Manager*

jerryr@hkusa.com, (217) 351-5076 ext. 2325

Responsibilities: As a **sales and implementation manager** for ASEP's Professional Education Program, Jerry works with interscholastic associations and the National Federation of State High School Associations. He focuses on establishing and maintaining partnerships with organizations and associations to create and support sport education through ASEP and NFHS courses and resources.

Nicole Noble-Pruitt, *Programs Assistant*

nicolen@hkusa.com, (217) 351-5076 ext. 2415

Responsibilities: Nicole is a **program assistant** for ASEP. She works with ASEP instructors and partner organizations to conduct successful ASEP courses, seminars, and workshops. She also provides customer service and order processing support for ASEP partner organizations.

Kandace Turner, *Program Services Coordinator*

kandacet@hkusa.com, (217) 351-5076 ext. 2334

Responsibilities: Kandace is the **program services coordinator** for ASEP and oversees the Services department including in-house testing operations, customer service, and support service. She also provides support for the ASEP executive director and ASEP staff.

● **Website:** www.asep.com ● **Fax:** 217-351-2674 ●

NFHS Contact Information:

The National Federation of State High School Associations provides a Help Desk for any inquiries regarding their Coaches Certification program. Please Contact the Help Desk for any further questions. The NFHS Help Desk phone number is: 317-565-2023. The Help Desk is available at the following times: 10:00 a.m. to Midnight EST M-F and Noon to 8:00 p.m. EST Sat – Sun or send an email to help@nfhslearn.com.

An IHSA Handbook will be needed to complete the portion of the IHSA By-Law exam included in the ASEP and NFHS certification courses. To view the entire IHSA Handbook go to:

<http://www.ihsa.org/org/policy/index.htm>

All other materials to complete the course will be shipped to the individual with their purchase.

Regardless of the certification method used, all of the requirements for certification must be completed and notification of passing grades must be received before a coach may have coaching interaction with any high school individual participant or team.