



General Coaching Requirements, Questions and Information
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1) WHO MUST BE CERTIFIED TO COACH IN IHSA ATHLETIC PROGRAMS? EVERYONE!

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

IHSA Board Policy 9

Under the provisions of IHSA By-law 2.070, schools using non-faculty coaches must adhere to the following:

- a. **Persons who are certified teachers**, but are not members of the faculty at a school where they will coach (head or assistant) must place a copy of their current valid Illinois Professional Educator License (PEL) on file in the school office.
- c. **Retired persons who were certified to teach and were teaching in Illinois at the time of retirement** may continue to coach at any member school. They must place a copy of their PEL on file within the school office.
- d. **Persons who are not certified teachers**, but are at least nineteen (19) years old, may be **head or assistant coaches**, provided they successfully complete a coaching education course approved by the IHSA Board of Directors (see list below).
- e. **Persons who are not certified teachers**, but are at least nineteen (19) years old, may qualify to be an **assistant coach**, provided they have completed a bachelor's degree and obtain an Illinois Substitute Teaching License through their local R.O.E. (FYI: This costs more than the IHSA Coaching Orientation package through Human Kinetics Coach Education).
- f. **Persons who stop teaching and do not possess a valid/current Illinois PEL, are not eligible to coach in Illinois without coaching certification.**

NOTE: Listed above are the minimum requirements mandated by IHSA. Any member school may require additional endorsements (i.e. CPR/AED certification).

2) Do Teachers aids and ancillary staff meet IHSA Coaching Qualifications? No, Teacher's aides and ancillary staff must complete and pass an approved Coaches Certification course.

3) Definition of "School Personnel"? Person(s) who maintain a teaching certificate from the Illinois State Board of Education (ISBE) can coach without a coaching certification. The license issued by the Illinois State Board of Education allows a teacher to conduct a classroom without supervision during the school day.

4) What is the most common method of Non-Faculty Coaches Certification?

The most frequently used coaching certification course in Illinois is known as Human Kinetics Coach Education (Formally known as the American Sport Education Program; ASEP). **All the following requirements must be completed and notification of passing grades received before a coach can have coaching interaction with any high school individual participant or team.**

- **If you prefer to take Coaching Principles and/or Sport First Aid as a classroom course**, you must register for the class through a Human Kinetics Coach Education certified instructor in your area. Go to <http://www.asep.com/courseinfo/findCal.cfm> for a complete list of classroom sites in Illinois. These clinics are taught through a network of Human Kinetics Coach Education certified instructors in Illinois. If you enroll in a classroom course, you will receive the course materials from your instructor on site the day of the clinic. You cannot register for a classroom course through the Human Kinetics Coach Education Center website; all registrations for classroom courses are through the instructor.
- You will need the IHSA Handbook with Illustrations as a tool to complete the IHSA By-Law Exam. You can find it on the IHSA website (<http://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx>); Purchase it from the IHSA office; or check with your school to borrow a copy while testing.

5) Additional coaches' certification option approved by the IHSA: NFHS Certification: Go to www.nfhslearn.com, customers must add the following to the cart to purchase: Fundamentals of Coaching (\$69.00) and First Aid for Coaches (\$65.00) = \$134.00 total. **Note:** The Sports First Aid component is completed at an American Red Cross location, it is not completed online.

Following are the coaching education programs currently approved by the IHSA Board of Directors:

- Human Kinetics Coach Education (Formally ASEP) -- Champaign, IL 61825-5076
- HPR207, "The Coach in Organized Sports and Athletics" offered by Illinois State University -- Normal, IL 61761
- Department of Kinesiology Coaching Endorsement in the Undergraduate Studies Program -- U of I, Champaign
- Coaching Minor offered by Northern Illinois University -- DeKalb, IL
- Coaching Minor offered by Olivet Nazarene University -- Kankakee, IL
- Program for Athletic Coaches' Education (PACE) offered by Michigan State University Institute for the Study of Youth Sports -- East Lansing, MI 48824
- Coaching Minor Offered by Southern Illinois University -- Department of Physical Education Carbondale, IL 62901
- Coaching Education Program offered by Ashford University -- Clinton, IA
- Coaching Minor Offered by Quincy University -- Quincy, IL 62301
- Coaching Certification Program offered by the University of Wisconsin-Parkside -- Kenosha, WI 53141-2000
- Iowa Coaches Authorization Board of Educational Examiners Licensure Bureau -- Des Moines, IA 60319-0146

- Coaching Minor offered by Blackburn College -- Carlinville, IL 62626
- Coaching Minor offered by Loras College -- Dubuque, IA 52003

6) **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 the coaching position is paid or voluntary.

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

7) **How does a school hiring a coach know if the coach has met the coaching requirement?**

Human Kinetics Coach Education https://www.asep.com/registry_coaches/coaches.cfm?&CFID=289100&CFTOKEN=75601664

NFHS: School representatives can check NFHS certification dates and exam scores (pass/fail) by going to the following web site.

<http://www.nfhslearn.com/CoachSearch.aspx>. For this service to work correctly, the representative will need the correct city, name and spelling used by the coach during certification application.

8) **Are you eligible to coach immediately after testing? No**, not until you are notified of a passing grade. When testing online your score will be given upon completion of the exam.

9) **If you've passed the Human Kinetics Coach Education or NFHS courses and have coached, but took time off, do you need to retake the courses and re-certify? No**, currently, once you have passed the courses you do not have to take them again.

10) **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 by-law 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 coaching certification.

11) **How do I obtain a copy of my Human Kinetics Coach Education or NFHS Certificate?** To obtain a copy or replacement certificate, you can download it from the Human Kinetics Coach Education Center or NFHS websites or contact the Human Kinetics Coach Education office @ (800) 747-5698 or the NFHS Office at (317) 972-6900.

Classroom Course Information

12) **Where can I find a complete list of Human Kinetics Coach Education classroom courses?** <http://www.asep.com/courseinfo/findCal.cfm>

13) **How much does the Human Kinetics Coach Education classroom course cost?** The IHSA Coaching Education Classroom course package runs \$100 (plus instructor fee of approximately \$10.00 to \$20.00). 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 on the Human Kinetics Coach Education Center website. **Courses are taught in 1 day and then the coach completes the necessary home study prior to testing.**

14) **What is the time requirement to complete the Human Kinetics Coach Education 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.

15) **Can I attend a classroom course and still take my exams online? Yes.** All exams are taken online (special provisions may be granted by the classroom instructor to take the exam on paper). Materials distributed by the instructor conducting the classroom course will contain a **key code number** to allow you to go online to complete your exams online. All exams must be completed in the same format (either paper pencil or on-line).

16) **Does NFHS offer a classroom course?** No

Online Course Information

17) **Where can I find the information regarding the Human Kinetics Coach Education online courses?**
<http://www.asep.com/store/showProduct.cfm?isbn=9781492545538>

18) **How much does the Human Kinetics Coach Education or NFHS online course cost?** See FAQ number 2 at the top of this page. The least expensive programs are either the IHSA Coaching Orientation Online Package priced at \$110.00 **Note: Tax and shipping not included (shipment of the instructional materials you will need to complete your registration and courses online)**, (which includes both the IHSA Coaching Orientation and Sport First Aid online courses) or the NFHS Fundamentals of Coaching Package priced at \$134.00.

19) **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 certification requirements.

20) **Once I complete my tests online, how long does it take to get the results?** You will be notified of your test results immediately.

21) **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 a Human Kinetics Coach Education online 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:

- Return to the Human Kinetics Coach Education Center homepage and select the "Courses" to take a retest.
- From here follow the instructions provided on your computer screen.

Special Circumstance Information

22) **Does a coach have to obtain the Human Kinetics Coach Education, NFHS coaches certification, or other IHSA approved coaching certification programs if he/she has a current/valid Illinois Substitute Teaching License? No**, the Illinois Substitute Teaching License is acceptable for Head and Assistant coach positions.

- 23) **Does a valid Illinois Educator License with Stipulations meet the IHSA coaching certification criteria?** The Illinois Educator License with Stipulations (ELS) contains many possible endorsements, and the only ELS endorsements that will satisfy IHSA coaching certification criteria are those that require a bachelor's degree.
- 24) **Out-of-State Teaching Certificates?** Coaching candidates that only have an out of state teaching license/certificate do not meet the IHSA criteria to serve as coach at a member school. A person who has an out-of-state teaching certificate and would like to be a coach in Illinois should contact the Illinois State Board of Education to find out what is necessary to possess an active Illinois Professional Educator License (PEL) or Illinois Substitute Teaching License. The web address for the Illinois State Board of Education is: <http://www.isbe.state.il.us/>. Another option would be to acquire IHSA coaching qualifications through Human Kinetics/ASEP, NFHS, or other IHSA approved programs listed in #3.
- 25) **Waivers -- Sports First Aid Waivers can be granted. Only Licensed Physicians, Certified Athletic Trainers, Nurses or EMT's can be granted waivers through Human Kinetics Coach Education certification.** A written request and documentation must be sent via email Kraig Garber (kgarber@ihsa.org) before a waiver can be considered.
- Note:** Waivers for the First Aid for Coaches course through NFHS are not granted. 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.
- 26) **Are student teachers allowed to coach during their student teaching experience?**
 *A college student that has been officially assigned to a member high school to participate in their Student Teaching Experience may serve as an assistant coach during that experience with no coaching certification required.
 *If their Student Teaching Experience is completed prior to the completion of the sport season in which they are coaching, they may complete that sport season only.
 *This provision does not apply to college students completing classroom observations. It only applies to the official student teaching experience.
 *Student teachers cannot be paid for their coaching experience unless they are certified per IHSA standards.
- 27) **A school is looking to fill a Head Coaching position. The applicant has a Bachelors or a Masters Degree. The applicant has no Illinois PEL. Does the applicant need to complete the Coaches Certification Course? Yes,** the applicant must successfully complete the Human Kinetics Coach Education course since he/she does not have an Illinois Teaching Certificate and is applying for a coaching position.
- 28) **Must a volunteer coach meet all IHSA coaching 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:

Kraig Garber, Assistant Executive Director: kgarber@ihsa.org

1. Report coaching violations
2. IHSA By-Law Exam questions
3. Waivers for Sports First Aid Exam
4. Assistance with questions which may not have been covered in this document

Cheryl Lowery, Administrative Assistant: clowery@ihsa.org: Assistance with questions which may not have been covered in this document.

Human Kinetics Coach Education Contact Information: The HCKE Office is responsible for mailing/distribution of all coaching certification packages purchased. Any questions pertaining to those issues (missing items, etc.) should be directed to the HCKE Office.

HCKE Contacts

1. IHSA Coaching Orientation/Coaching Principles/Sport First Aid Exam navigation/questions
2. Problems with Information posted on the HCKE Web Site
3. Problems with Ordering the Online HCKE Course

Customer Support, (800) 747-5698 or send an e-mail to Support@hkusa.com; fax 217-351-3674

Jerry Reeder, Assistant Director of Coach Education: jerry@hkusa.com

Responsibilities: As Assistant Director for Coach Education Jerry works with interscholastic associations and individual school districts. He focuses on establishing and maintaining partnerships with organizations and associations to create and support sport education through HCKE courses and resources.

- **Website:** www.HumanKineticsCoachEducationCenter.com

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, Email: help@nfhslearn.com

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