



**General Non-Faculty Coaching Requirements, Questions and Information**  
**August 10, 2009**  
**9:49:28 AM**

**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 NON-PAID VOLUNTEERS, PART TIME, ETC.... EVERYONE!**

**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 who 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 teaching certificate on file in the school office.
- b. **Retired persons who were certified to teach in Illinois** may continue to coach at any member school. They must place a copy of their teaching certificate on file within the school office.
- c. **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).
- d. **Persons who are not certified teachers**, but are at least nineteen (19) years old, may also qualify to be an **assistant coach** (*only applicable for assistant coaches*), provided they have completed a bachelors degree and obtain a substitute teachers certificate through their local R.O.E.

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

- 2) What is the most common method of certification for those not already certified to teach in Illinois?** The most frequently used coaching certification course in Illinois is known as ASEP (American Sport Education Program). **All of 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.** To view a list of IHSA approved ASEP certification options go to [http://www.asep.com/asep\\_content/org/IHSA.cfm](http://www.asep.com/asep_content/org/IHSA.cfm)

**IHSA Coaching Orientation Online Package \$110.00** (<http://www.asep.com/store/showProduct.cfm?isbn=9780736089890> )

*Includes IHSA Coaching Orientation (which includes IHSA By-Law Exam as final unit of course), and Sport First Aid*  
--Or--

**IHSA Coaching Education Online Package \$140.00** (<http://www.asep.com/store/showProduct.cfm?isbn=9780736090254> )

*Includes Coaching Principles (same certification earned, but a more comprehensive curriculum is provided), IHSA By-Law Exam, and Sport First Aid*

**If you prefer to take Coaching Principles and/or Sport First Aid as a classroom course**, you need to register for the class through an ASEP certified instructor in your area. Go to <http://www.ihsa.org/nficep/index.htm> for a [schedule of upcoming clinics](#). These clinics are taught through a network of ASEP 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 ASEP Web site; 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 Web Site (<http://www.ihsa.org/org/policy/index.htm>); Purchase it from the IHSA Office; or check with your school to borrow a copy while testing.

## **Additional coaches certification options approved by the IHSA:**

**The National Federation of State High School Associations : Online Fundamentals of Coaching Package \$134.00** (which includes Fundamentals of Coaching, First Aid for Coaches and the IHSA By-Law Examination). To view a list of approved options go to: ( <http://www.nfhslearn.com/StatePricingRegs.aspx> ) (This site does not currently reflect the recently approved Coaching Fundamentals bundle which includes the IHSA by-law exam at a cost of \$134.00. This selection will become available in the fall of 2009.)

Following are the coaching education programs currently approved by the IHSA Board of Directors: (12/12/2008)

- American Sport Education Program (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  
University of Illinois, 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

### **3) 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 cannot coach until they reach their 19<sup>th</sup> birthday.

### **4) How does a school hiring a coach know if the coach has met the coaching requirement through ASEP or NFHS?**

School representatives can check ASEP certification dates and exam scores (pass/fail) by going to the following web site. [https://www.asep.com/registry\\_coaches/registry\\_find.cfm](https://www.asep.com/registry_coaches/registry_find.cfm) . In order for this service to work correctly, the representative will need the correct city, name and spelling used by the coach during certification application.

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> . In order for this service to work correctly, the representative will need the correct city, name and spelling used by the coach during certification application.

### **5) Are you eligible to coach immediately after testing?**

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

**6) If you've passed the ASEP or NFHS Courses and have coached, but 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.

**7) 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 coaches certification.

**8) How do I obtain a copy of my ASEP or NFHS Certificate?**

To obtain a copy or replacement certificate, you can download it from the ASEP or NFHS websites or contact the ASEP office @ (800) 747-5698 Ext. 2222 or the NFHS Office at (317)-972-6900

**Classroom Course Information**

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

[http://www.asep.com/asep\\_content/org/IHSA.cfm](http://www.asep.com/asep_content/org/IHSA.cfm)

**10) How much does the ASEP Classroom course cost?**

The Coaches Orientation Classroom course runs \$110.00 (plus instructors 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.ihsa.org/nficep/index.htm> . **Generally the courses are taught in 1 day and then the coach completes the necessary home study prior to testing.** The NFHS courses are only available online and are not offered in a classroom setting

**11) 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.

**12) 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).

**Online Course Information**

**13) Where can I find the information regarding the ASEP online courses?**

[http://www.asep.com/asep\\_content/org/IHSA.cfm](http://www.asep.com/asep_content/org/IHSA.cfm) **or you can access it by going to ihsa.org; click on IHSA Coaching Certification Requirements).**

**Where can I find a complete list of NFHS Online courses?**

<http://www.nfhslearn.com/StatePricingRegs.aspx> (This site does not currently reflect the recently approved Coaching Fundamentals bundle which includes the IHSA by-law exam at a cost of \$134.00. This selection will become available in the fall of 2009.)

**14) How much does the ASEP 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 or the NFHS Fundamentals of Coaching Package priced at \$134.00.

**15) 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.

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

You will be notified of your test results immediately.

**17) 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.

**Special Circumstance Information**

**20) 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.

**21) 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/>

**22) 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 or EMT**. A written request and documentation must be sent via email ([rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org)) or fax (309-664-7479) to Ron McGraw at the IHSA for verification before the waiver is 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.

**23) 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 can not be paid for their coaching experience unless they are certified according to IHSA standards.

**24) A School is looking to fill a Head Coaching position. The applicant has a Bachelors or a Masters Degree. 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).

**25) 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 Contacts

**Ron McGraw, Assistant Executive Director:** [rmcgraw@ihsa.org](mailto:rmcgraw@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 Mitchell, Administrative Assistant:** [cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)

1. Posting Clinics on the IHSA Web Site
2. Assistance with questions which may not have been covered in this document.
  - [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

**The ASEP Office is responsible for distribution of all coaching certification materials (including certificates) for IHSA. Any questions pertaining to those issues should be directed to the ASEP Office.**

### ASEP Contacts

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](mailto: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](mailto: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](mailto: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](http://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.

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Email them at [help@nfhslearn.com](mailto: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