

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 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 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 a **Head or Assistant Coach** provided they have completed a bachelors degree and obtain a substitute teachers certificate through their respective R.O.E.
- e. **Persons who stop teaching and do not possess a valid/current Illinois Teaching Certificate are not eligible to coach in Illinois without a coaching certification.**

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 coaching certification for those who do not possess a valid/current Illinois Teaching Certificate? The most frequently used coaching certification program for non-faculty coaches in Illinois is known as ASEP (American Sport Education Program). ****IHSA does not require coaches to complete a sport specific endorsement to be certified**.** **Once the online package has been purchased, you must complete it by following the instructions provided. Upon testing completion, a grade will be generated and a certificate can be printed directly from your profile. You must have a passing grade before having any coaching interaction with any high school individual participants or teams.**

- ✚ 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/AbouttheIHSA/ConstitutionBylawsPolicies.aspx>); Purchase it from the IHSA Office; or check with your school to borrow a copy while testing.

To choose an online Coaching package, click on **ANY ONE** of the links below to select the online package of your choice. Options a, b and c all meet the requirements to become a certified coach in Illinois. It is up to the coach to decide which course best suits their needs. **When you click on a link below, you will be re-directed to either the ASEP or NFHS website where you can purchase your Coaches Education Package. Any questions regarding purchasing or website trouble from the respective Coaches Education program should be directed to the appropriate office.**

ASEP Technical Support:

Technical difficulties with online courses or course test, CD-ROM, or software package
Phone: 1-800-747-5698 then press: 4

ASEP General Inquiries:

Customer Service and Phone Orders:
Phone: 1-800-747-5698 then press: 1

a. ASEP-IHSA Coaching Orientation Online Package \$110.00

<http://www.asep.com/store/showProduct.cfm?isbn=9780736089890> (you will be redirected to the ASEP.com website to complete your purchase)

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

--Or--

b. ASEP-IHSA Coaching Education Online Package with E-Book \$140.00

<http://www.asep.com/store/showproduct.cfm?isbn=1450433154> (you will be redirected to the ASEP.com website to complete your purchase)

Includes Coaching Principles (same certification earned, but a more comprehensive curriculum is provided than the orientation to coaching package), IHSA By-Law Exam, and Sport First Aid

--Or--

c. ASEP-IHSA Coaching Education Online Package with printed textbook \$150.00

<http://www.asep.com/store/showproduct.cfm?isbn=1450430430> (you will be redirected to the ASEP.com website to complete your purchase)

Includes Coaching Principles (same certification earned, but a more comprehensive curriculum is provided than the orientation to coaching package), IHSA By-Law Exam, and Sport First Aid with a printed textbook.

d. ASEP- IHSA By-Law Exam Online course (this course is a single component only). It is for coaches who have taken ASEP in another state. This gives them the ability to purchase the last component needed to meet all three IHSA By-Law Coaching requirements). \$30.00

e. ASEP-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.asep.com/courseInfo/findCal_classroom.cfm for a complete list of classroom sites in Illinois. 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.

3) Additional Coaching certification options approved by the IHSA:

a. 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

b. NFHS-IHSA By-Law Exam Online course (this course is a single component only). It is for coaches who have taken NFHS in through another state association. This gives them the ability to purchase the last component needed to meet all three IHSA By-Law Coaching requirements). \$30.00

Directions to purchase online courses:

1. www.nfhslearn.com

2. You must register

The NFHS Help Desk phone number is: 317-565-2023.

--or--

Email: help@nfhslearn.com

4) The following are the coaching education programs currently approved by the IHSA Board of Directors (ASEP and NFHS Coaching certification are waived if you have passed/completed one of the following and can provide proof to the hiring school):

American Sport Education Program (ASEP), Champaign, IL
Ashford University Coaching Education program, Clinton, IA
Blackburn College Coaching Education Program, Carlinville, IL
Illinois State University, The Coach in Organized Sports and Athletics Program, Normal, IL
Iowa Coaches Authorization, Des Moines, IA
Loras College Coaching Education Minor, Dubuque, Iowa
MacMurray College Coaching Minor, Jacksonville, IL
Michigan State University Program for Athletic Coaches' Education (PACE), East Lansing, MI
NFHS Coaching Education, Indianapolis, IN
Northern Illinois University Coaching Minor, DeKalb, IL
Olivet Nazarene University Coaching Minor, Kankakee, IL
Quincy University Coaching Minor, Quincy, IL
Rock Valley College, Rockford, IL
Southern Illinois University Coaching Minor, Carbondale, IL
University of Illinois Department of Kinesiology Coaching Endorsement in the Undergraduate Studies Program, Champaign, IL
University of Wisconsin, Parkside Coaching Certification Program, Kenosha, WI
Dominican University, River Forest, IL - Excellence in Coaching Course, Excellence in Coaching Certificate.

5) 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 19th birthday.

6) 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 https://www.asep.com/registry_coaches/coaches.cfm?&CFID=94439&CFTOKEN=41514578. Click on "Find a coach", Type in the requested information. 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.

7) 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.

8) 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.

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

- ✚ YES - If a school is competing in competitive cheerleading, the coach must become certified in order to meet the by-law requirement.
- ✚ NO - 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.

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

To obtain a copy or replacement certificate, you can download it from your personal profile 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

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

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

12) How much does the ASEP Classroom course cost?

The Coaches Orientation Classroom course costs \$110.00 (plus an instructor 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. **Generally the courses are taught in 1 day and then the coach completes the necessary home study prior to testing.**

13) 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.

14) Can I attend an ASEP 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).

15) Does NFHS offer a classroom course? The NFHS courses are only available online and are not offered in a classroom setting.

Online Course Information

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

http://www.asep.com/asep_content/org/IHSA.cfm **or you can access it by going to ihsa.org; click on Resources; click on Coaches' Education).**

17) 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.

18) 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.

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

You will be notified of your test results immediately.

20) 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

21) Does a coach have to obtain the ASEP or NFHS coaches certification if he/she has an Illinois Teaching Certificate or a substitute-teaching certificate (Type 39)?

No

22) Out-of-State Teaching Certificates?

A person who has an out-of-state teaching certificate can apply for a substitute-teaching certificate in Illinois and become eligible to coach in Illinois.

23) What if a coach has successfully completed ASEP through other state associations?

Illinois will allow ASEP certification through other state associations. IHSA By-Law Exam Online course (this course is a single component only). It is for coaches who have taken ASEP in another state. This gives them the ability to purchase the last component needed to meet all three IHSA By-Law Coaching requirements). \$30.00—Call ASEP to purchase this individual component.

24) What if a coach has successfully completed NFHS through other state associations?

Illinois will allow NFHS certification through other state associations. IHSA By-Law Exam Online course (this course is a single component only). It is for coaches who have taken NFHS through another state. This gives them the ability to purchase the last component needed to meet all three IHSA By-Law Coaching requirements). \$30.00—Available to purchase this individual component through the NFHS Website.

25) Waivers

Waivers are granted only for the Sports First Aid Course (ASEP) **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) 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.

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 can not be paid for their coaching experience unless they are certified according to 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 Teaching Certificate. Does the applicant need to complete a certification Course?

The applicant should obtain a Substitute Teaching Certificate or applicant must successfully complete the ASEP Course to be eligible to coach.

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

29) IHSA Contacts

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 (Licensed Doctor, Nurse or EMT)
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 •

The ASEP Office is responsible for purchase, distribution and scoring of all coaching certification materials for IHSA. Any questions pertaining to those issues should be directed to the ASEP Office.

ASEP Contacts

1. Orientation to Coaching/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

ASEP Technical Support:

Technical difficulties with online courses or course test, CD-ROM, or software package
Phone: 1-800-747-5698 then press: 4

ASEP General Inquiries:

Customer Service and Phone Orders:
Phone: 1-800-747-5698 then press: 1

To contact an ASEP staff member, please visit our [staff directory](#).

- Website: www.asep.com • Fax: 217-351-2674 •

NFHS Contact Information:

The NFHS Office is responsible for purchase, distribution and scoring of all coaching certification materials for IHSA. Any questions pertaining to those issues should be directed to the National Federation of State High School Associations "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

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.

