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
  - IHSA Coaching Education Online Package, cost $140.00

**Directions to purchase online package:**
1. [www.asep.com](http://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

**FAQs:**
- **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.
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**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](http://www.nfhslearn.com)
2. You must click on and register
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- **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.
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.

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