

Steps for obtaining Athletic Coaching Certificate

All paid coaches must complete a Non-Instructional application and have approval from the Athletic Director on file with Human Resources. Contact HR at: 941-927-9000 x31200.

Initial Athletic Coaching Certificate – valid 3 years

- Apply to the FL Department of Education for an Initial Athletic Coaching Certificate. The current fee is \$75.00. www.fldoe.org/edcert
- After application is processed, DOE will issue a Statement of Status of Eligibility indicating fingerprint requirements. Contact HR for fingerprint procedures. DOE does not contact HR.
- Once issued, this is a non-renewable 3-year certificate.
- Coaching principals, Sport first aid and Advanced sport specific coursework must be completed and submitted to HR prior to receiving a five-year coaching certificate. Coaching coursework is available on the district's **Athletics** website:
http://www.asep.com/asep_content/org/SCSD.cfm?

Five-Year Athletic Coaching Certificate

- Apply to the FL Department of Education for a five year Athletic Coaching Certificate. The current fee is \$75.00. www.fldoe.org/edcert
- Provide proof of completion of athletic coaching courses to HR/Certification for approval.
- DOE does not contact HR or let us know when your statement or certificate has been issued. It is your responsibility to contact HR.

Please note:

The Initial Athletic Coaching certificate is valid for 3 years and is non-renewable. Coursework for the 5-year certificate should be completed before the expiration of the 3-year temporary coaching certificate.

The Five Year Athletic Coaching certificate must be applied for every 5 years. Coursework is only required for the initial 5-year certificate.

If a certificate has lapsed for 1 year or more, new fingerprints will be required. Follow-up with HR Certification Dept. with any questions.

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