

Coaching Fact Sheet #105

A coach (regardless of coaching assignment) of intramural or interscholastic athletics in kindergarten through grade 12 is required to hold one of the following:

1. Five-Year Renewable Coaching Permit; or
2. Temporary Emergency Coaching Permit.

*NOTE: An individual *not serving as any type of coach* may assist a coach, if working under the direct and continual supervision of a certified coach.

Five-Year Renewable Coaching Permit

The Five-Year Renewable Coaching Permit authorizes coaching for any Connecticut board of education.

To obtain a coaching permit, an individual must submit a completed ED 185 Application for Five-Year Renewable Coaching Permit to the Bureau of Educator Standards and Certification. Applications also may be submitted online at www.ct.gov/sde/cert. Click on the button that reads “Connecticut Educator Certification System (CECS) and create an account to log onto the system. There is no fee for this application.

Documentation is required verifying that the applicant meets the following requirements:

1. Is at least 18 years old;
2. Holds a high school diploma or the equivalent;
Provide:
 - photocopy of a high school or college diploma; OR
 - official high school or college transcripts.
3. Has successfully completed a standard first aid course no more than three years prior to the application date (and every three years from that date forward) and continuously maintains CPR certification;
Provide:
 - photocopy of both sides of valid standard first aid and CPR wallet cards, including the “Holder’s Signature” on the back of each of the *original* wallet cards, signed prior to photocopying.
4. Has successfully completed the concussion and head injury training requirement; and
Provide:
 - the original certificate of completion for Module 15 from the Connecticut Coaching Education Program (CCEP).
5. Holds a valid Connecticut teaching, special services, or administrative certificate; **OR**

Has successfully completed three semester hours of credit from an approved institution, or 45 clock hours of instruction in a program offered by a local or regional board of education, a regional educational service center, or the Connecticut Interscholastic Athletic Conference, covering each required topic.

- Provide:
 - official transcript verifying completion of instruction in each of the following:
 - A) legal and safety aspects of coaching children and adolescents;
 - B) medical aspects of coaching children and adolescents; and
 - C) principles and practices of coaching children and adolescents, and child and adolescent sports psychology.

Renewal of Five-Year Coaching Permit

A coaching permit shall be valid from the effective date and shall be renewable every five years upon completion of not less than 15 clock hours of seminars, course work, or workshops which provide information on safe and healthful coaching practices and understanding child and adolescent development, as approved by the Department of Education. To renew a five-year renewable coaching permit:

1. Provide ED 185 paper application or CECS online application;
2. Document successful completion of a standard first aid course no more than three years prior to the application date (and every three years from that date forward) and continuous CPR certification; and
Provide:
 - photocopy of both sides of valid standard first aid and CPR wallet cards, including the “Holder’s Signature” on the back of each of the *original* wallet cards, signed prior to photocopying.
3. Document successful completion of the concussion and head injury training requirement or refresher course.
Provide:
 - Through June 30, 2015, the original certificate of completion for Module 15 from the Connecticut Coaching Education Program (CCEP); or
 - On or after July 1, 2015, official verification of the refresher course completed through the CCEP.

It is the responsibility of boards of education to ensure that each coach’s first aid and CPR certification is current.

Temporary Emergency Coaching Permit

A Temporary Emergency Coaching Permit enables an individual to be employed by a board of education to coach intramural or interscholastic athletics in Kindergarten through grade 12. The Temporary Emergency Coaching Permit must be requested by, and is issued to, a board of education for a period of one year from the date that it is issued. To obtain a Temporary Emergency Coaching Permit, a board of education must submit an ED 186 Application for Issuance or Renewal of Temporary Emergency Coaching Permit to the Bureau of Educator Standards and Certification, and provide documentation that the applicant:

1. Is at least 18 years old;
2. Holds a high school diploma or its equivalent;
Provide:
 - photocopy of a high school or college diploma; OR
 - official high school or college transcripts.
3. Has successfully completed standard first aid and CPR certification within one year of the application date; and
Provide:
 - photocopy of both sides of valid standard first aid and CPR wallet cards, including the “Holder’s Signature” on the back of each of the *original* wallet cards, signed prior to photocopying.
4. Has successfully completed the concussion and head injury training requirement.
Provide:
 - the original certificate of completion for Module 15 from the Connecticut Coaching Education Program (CCEP).

To obtain a renewal of the Temporary Emergency Coaching permit, the board of education must submit an “Application for Issuance or Renewal of Temporary Emergency Coaching Permit” (Form ED 186) to the Bureau of Educator Standards and Certification, and new first aid and CPR cards which verify that the courses were completed within one year of the renewal application. In addition, the Board of Education must provide evidence that the applicant has enrolled in, or has successfully completed, at least two credits or 30 clock hours of instruction toward the requirements for a coaching permit.

NO TEMPORARY EMERGENCY COACHING PERMIT SHALL BE REISSUED MORE THAN ONCE.