

## Steps and Requirements for Coaches

### Byram Hills Central School District

1.	<b>Review this entire list of requirements for coaches. If you choose to proceed please click on the following link to complete a <a href="#">Byram Hills Employment Application</a></b>	
2.	<b>Email resume to Director of Athletics</b>	Email resume to Rob Castagna <a href="mailto:Rcastagna@byramhills.org">Rcastagna@byramhills.org</a> and Scott Saunders <a href="mailto:ssaunders@byramhills.net">ssaunders@byramhills.net</a>  *Include contact information for (3) references (phone #s/emails)  References CANNOT include friends, family, roommates, etc. Please include a former/current supervisor.
3.	<b>Interview</b>	After review of resume, the Director or Asst. Director of Athletics will contact you if you are a candidate for an interview. To be considered for coaching, you will need to complete the following steps.
4.	<b>Fingerprinting</b>  Approximately \$102.00	Fingerprinting process:  Log onto <a href="http://www.IdentoGO.com">www.IdentoGO.com</a> and click on New York.  Scroll down to "Let's Get Started" where you will be able to select a location and make an appointment for fingerprinting.  When asked to provide the ORI Number required for the process, enter the word TEACH (this is to ensure that your fingerprint results get sent to the Education Department).  You may also call MorphoTrust at: <a href="tel:877-472-6915">877-472-6915</a> to schedule an appointment.  Be sure to follow all instructions and make payment as necessary. The total fingerprint fee is \$102.00.  After you have been fingerprinted, please follow up with the Director of Athletics' secretary, who will check your clearance status. (914) 273-9200 x4981
5.	<b>Temporary or Permanent Coaches License Online Application</b>  Approximately \$50.00	<a href="http://www.highered.nysed.gov/tcert/home.html">www.highered.nysed.gov/tcert/home.html</a>  Right hand side click on TEACH ONLINE SERVICES.  Click on LOGIN TO TEACH or CREATE A NY.GOV TEACH ACCOUNT (include instructions "How to create a TEACH account")

		<p>Enter your username and password – Follow the steps:</p> <ul style="list-style-type: none"> <li>• Select certificate – select temporary renewal (if this is your 1,2,3,4 year (If &gt; select Permanent))</li> <li>• Area of interest – other school service</li> <li>• Select your subject area-coaching</li> <li>• Select the grade level – Adolescent-Grades 7-12</li> <li>• Select the title-pick your sport</li> </ul> <p>You want your application to be reviewed by:</p> <p><b>Southern Westchester BOCES</b></p> <p>Enter credit card info and pay fee.</p>
6.	<p><b>BH Personnel</b></p> <p>(only proceed with this step when directed by the Director of Athletics)</p>	<p>When directed by the Director of Athletics, contact the Director of Personnel, Byram Hills Central School District</p> <p>Cynthia Vanderheof, <a href="mailto:Cvanderheof@byramhills.org">Cvanderheof@byramhills.org</a></p> <p>914-273-4082 Ext. 5955</p>
7.	<p><b>Child Abuse Identification Workshop &amp;</b></p> <p><b>School Violence Prevention and Intervention Workshop</b></p> <p>Approximately \$40 each or \$75 combined.</p>	<p><a href="http://www.childabuseworkshop.com">www.childabuseworkshop.com</a> Online course. Print certificate upon completion.</p> <p><a href="http://www.violenceworkshop.com">www.violenceworkshop.com</a> Online course. Print certificate upon completion.</p>
8.	<p><b>Concussion in Sports Online Tutorial</b></p>	<p><a href="http://www.NFHSLearn.com/electivedetail.aspx?courseID=38000">www.NFHSLearn.com/electivedetail.aspx?courseID=38000</a></p> <p>Be sure your name is on the certificate before you print. FREE</p>
9.	<p><b>CPR/AED &amp; First Aid Courses</b></p>	<p>Byram Hills offers FREE classes (prior to each season) for coaches- register in the athletic office. If you have current certifications please submit for review and approval.</p>
10	<p><b>DASA Training 6 hour class</b></p> <p>Cost range \$40 - \$115</p>	<p>Select an organization. The cost for this class is determined by the organization.</p> <p><a href="#">Mercy Online Course</a></p>

		Or <a href="#">Workshop Express Online Course</a>
11	<b>Mail or Email copies of all certificates to Athletic Office for submission to Cynthia Bambace at SW BOCES, when asked by the Director of Athletics</b>	Anneliese Galgano <a href="mailto:agalgano@byramhills.org">agalgano@byramhills.org</a> 12 Tripp Lane Armonk, NY 10504
12	<b>New Employee Policy Training</b>	<ul style="list-style-type: none"> <li>watch the following video at Byram Hills High School: <a href="#">Employee Training Video</a> sign attestation sheet at the end of the video</li> </ul>
13	<b>Register for National Federation of State High School Associations website</b>	<a href="https://nfhslearn.com/users/sign_up">https://nfhslearn.com/users/sign_up</a>
14	<b>NFHS Certification</b>  <b>(Non-PE teachers need to complete level 1, level 2, and level 3 certification within 3 years of their hiring date)</b>	NFHS level 1, level 2, and level 3 certifications.  To become an NFHS Level 1 coach, you must complete 4 courses: Fundamentals of Coaching, Concussion in Sports, Sudden Cardiac Arrest, and Protecting Students from Abuse. Levels 2 and 3 build upon that foundation with additional courses – many are available at no cost!  <a href="https://nfhslearn.com/home/level1_certification">https://nfhslearn.com/home/level1_certification</a>  <a href="https://nfhslearn.com/home/level2_certification">https://nfhslearn.com/home/level2_certification</a>  <a href="https://nfhslearn.com/home/level3_certification">https://nfhslearn.com/home/level3_certification</a>

### **Professional Certification (by 5th year)**

NFHS Certified Interscholastic Coach (CIC) certification:

**COURSES:** Completion of Accredited Interscholastic Coach (AIC) requirement plus...

[Teaching and Modeling Behavior](#) (\$20)

[Engaging Effectively with Parents](#) (Free)

[Sportsmanship](#) (Free)

[Creating a Safe and Respectful Environment](#) (Free)

[Strength & Conditioning](#) (\$50)

[Sports Nutrition](#) (Free)

[Heat Illness Prevention](#) (Free)

**Athletic Director Verification:** Prior to the coach applying for permanent certification, the supervising Athletic Director must complete the Internship Evaluation Information Form & Coaching Experience Verification Form.

## Byram Hills and BOCES Contact Information

Robert Castagna	Director of Athletics	914-273-9200 x4982	rcastagna@byramhills.org
Scott Saunders	Assistant Director of Athletics	914-273-9200 x4980	ssaunders@byramhills.org
Anneliese Galgano	Secretary to Athletic Director	914-273-9200 x4981	agalgano@byramhills.org
Brett Alcantara	Assistant to the Athletic Director	914-273-9200 x4987	balcantara@byramhills.org
Cindy Vanderheof	Director of Personnel	914-273-4082 x5955	cvanderheof@byramhills.org
Cynthia Bambace	Certification Specialist	914-937-3820 x561	cbambace@swboces.org

### **NYSED: Certificate Types**

- [Professional Coaching License](#)
- [Professional Coaching License Renewal](#)
- [Temporary Coaching License](#)
- [Temporary Coaching License, 1st Renewal](#)
- [Temporary Coaching License, 2nd -4th Renewals](#)

**Revised 1/31/24**