

INCOMPLETE PAPERWORK WILL BE RETURNED TO YOUR ATHLETIC DIRECTOR

### One-Year Coaching Registration Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> A completed Coaching Registration Application             | <input type="checkbox"/> Payment of \$75 <b>BY CHECK OR MONEY ORDER ONLY</b> |
| <input type="checkbox"/> Attach last page of passing the CHSAA Online Coaches Test |  |
| <input type="checkbox"/> NFHS Concussion course or an in-person course             |  |

### Permanent Coaching Registration Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> A completed Coaching Registration Application             | <input type="checkbox"/> Attached proof of completing an Approved Coaching Education Course or transcripts ( <b>Approved courses below</b> ) |
| <input type="checkbox"/> Attach last page of passing the CHSAA Online Coaches Test | <input type="checkbox"/> Payment of \$75 <b>BY CHECK OR MONEY ORDER ONLY</b>   |
| <input type="checkbox"/> NFHS Concussion course or an in-person concussion course  |  |
| <input type="checkbox"/> First Aid/CPR   |  |

#### **Approved Coaching Education Courses All Sports** *(Only one of the following is required)*

The NFHS Fundamentals of Coaching (**Non-sport specific**) \*this course is recommended by CHSAA

- HPPE 350 Coaching Methods, Adams State College
- Metro State Coaching Education Course
- Northeastern Junior College Coaching Class, HPE 101 (Introduction to Coaching)
- Transcripts with at least 16 college credit hours related to PE and/or coaching
- ASEP Coaching Course
- Positive Coaching Alliance

#### **Approved Spirit Coaching Education Courses** *(To become a permanent coach you complete bullet 2)*

##### **REQUIRED FOR ALL SPIRIT COACHES \***

- Must attend an annual approved CHSAA mandatory rules meeting.
- To move to permanent status you must attend the Colorado High School Coaches Association Clinic (ALL SESSIONS) [www.colohsca.org/schedule](http://www.colohsca.org/schedule)
- **\*Just a reminder that all spirit coaches must attend ONLY spirit coach clinics endorsed by the Colorado High School Activities Association. First year coaches or those upgrading to permanent status must attend the CHSAA conference (ALL SESSIONS) in late July to be registered.**

#### **Approved Music Coaching Education Courses** *(Only one of the following is required)*

- 16 college credit hours on a transcript related to music
- Certificate of attendance at the CMEA Conference
- Certificate of attendance at the Colorado Bandmasters' Assoc. Summer Clinic

#### **Speech CHSAA accepted Coaching Education Courses** *(Only one of the following is required)*

- 16 college credit hours on a transcript related to speech education
- Certificate of attendance at the Colorado Speech Symposium

#### **? What is an upgrade and how can I receive one?**

- A coaching registration upgrade is what happens when a 1-Year coach registration candidate submits all paperwork for a permanent coaching registration before the expiration of their current 1-year registration to avoid payment of an additional \$75 fee for permanent coaching status. **Upgrades must be submitted to the CHSAA within the duration of a current 1-year coaching registration.** All upgrades must include all paperwork on the Permanent Registration checklist. Upgrades will not be accepted if received after the expiration date of a 1-year registration.

### Coaching Registration Checklist for Retired Educator

- |  |   |
|--|---|
| <input type="checkbox"/> A completed Coaching Registration Application           | <input type="checkbox"/> First Aid/CPR          |
| <input type="checkbox"/> Attached proof of passing the CHSAA Online Coaches test | <input type="checkbox"/> NFHS Concussion Course |
| <input type="checkbox"/> A copy of expired teacher's license                     |   |

**WE REQUIRE THE ORIGINAL DOCUMENTS ON FILE**  
**ALL PAPERWORK MUST BE MAILED TO OUR OFFICE OR BROUGHT IN PERSON**

Mail to: CHSAA, 14855 E. Second Avenue, Aurora, CO 80011

Information can be found on [www.CHSAANOW.COM](http://www.CHSAANOW.COM) / [CHSAA.ORG/COACHES](http://CHSAA.ORG/COACHES)

Nothing will be mailed out to schools or coaches. Registrations can be checked at [CHSAA.org](http://CHSAA.org) / "Find Registered Coach by Last Name"  
 The online coaches' test is located at [CHSAA.org](http://CHSAA.org) and "Take the 2017-2018 Coaches/AD Test Here"

Payment \_\_\_\_\_  
(Office Use Only)

2017-2018  
COACHING REGISTRATION APPLICATION

Date: \_\_\_\_\_ Check Registration: One-Year \_\_\_\_\_ Permanent \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I. Maiden

Colorado Mailing Address: \_\_\_\_\_  
Street, RFD, Box City State Zip Code

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

COMPLETE SOCIAL SECURITY #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

WHAT SPORT DO YOU COACH? \_\_\_\_\_ SCHOOL? \_\_\_\_\_

EDUCATIONAL EXPERIENCE: (Attach transcripts only if you have a major/minor in PE or related field or a minimum of 16 credit hours or more in PE or related field).

**Applicant Background Information**

- 1. Have you been dismissed from coaching for immoral or unprofessional conduct or for unfitness for service? YES NO
- 2. Have you ever been convicted of a felony and/or misdemeanor other than minor traffic offenses? YES NO
- If you have answered "YES", THE FOLLOWING 3 ITEMS MUST BE ATTACHED:**
  - 1. A letter from you explaining the circumstances.
  - 2. A copy of the final disposition from the court where your case was held.
  - 3. A letter from your Athletic Director stating they are aware of your charge and still willing to hire you
- 3. Have you had a registration for coaching or teaching revoked, suspended or annulled? YES NO

**Athletic Director Completes this Section**

- 1. Have you submitted **Form 20** to the CHSAA office? (no registrations will be processed until form is received) YES NO
- 2. Have you submitted **Form 19** to the CHSAA office? (You will be charged a \$25 fee for each season if not) YES NO
- 3. I verify that this applicant has acceptable moral character YES NO
- 4. I verify that this applicant has answered no to all three of the background questions on the Application. YES NO
- 5. In addition, I have either employed this candidate in the past and know of his/her moral character or have checked with at least one other professional who has attested to his/her moral character. YES NO

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notarization Section**

Applicant Signature: \_\_\_\_\_ (Must be signed in front of a Notary Public)

Subscribed and Sworn To Before Me This \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

Witness My Hand and Official Seal

My Commission Expires: \_\_\_\_\_

Notary Signature

Seal

Address