



**2016-2017
CHSAA COACHING
REGISTRATION**

**FOR PERSONS WHO DO NOT
HOLD A CURRENT
TEACHING LICENSES**

**PLEASE NOTE: INCOMPLETE
PAPERWORK WILL BE
RETURNED TO YOUR
SCHOOL**

One-Year Coaching Registration Checklist

- A completed Coaching Registration Application
- Attach last page of passing the CHSAA Online Coaches Test
- NFHS Concussion course or an in-person concussion course
- ALL NEW SPIRIT COACHES MUST ATTEND THE 2-DAY CHSAA CONFERENCE** (For information go to www.colohsca.org/schedule)
- Payment of \$75 **BY CHECK OR MONEY ORDER ONLY**

Permanent Coaching Registration Checklist

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

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)
- ***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

- A completed Coaching Registration Application
- Attached proof of passing the CHSAA Online Coaches test
- A copy of expired teacher's license
- First Aid/CPR**
- NFHS Concussion Course**

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 / CHSAA.ORG/COACHES

Nothing will be mailed out to schools or coaches. Registrations can be checked at CHSAA.org / "Find Registered Coach by Last Name"
The online coaches' test is located at CHSAA.org and "Take the 2016-2017 Coaches/AD Test Here"

THANK YOU

2016-2017 COACHING REGISTRATION APPLICATION

Payment _____
(Office Use Only)

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 Number: _____ Date of Birth: _____

WHAT SPORT DO YOU COACH? _____

AT WHAT SCHOOL WILL YOU BE COACHING? _____

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 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