

## How to Qualify

A person may qualify for this certificate if the following requirements are met.

1. Successfully complete the following coursework from a standard institution of higher education or from other organizations that provide instruction in the same content: Prevention, care and management of injuries; Risk management; Growth, development and learning; Training, conditioning and nutrition; Psychology of coaching; and Coaching theory and methods. Both courses need to be complete before the certificate can be issued.

Other approved organizations that provide the same coursework include:

a. The National Federation of State High School Associations (NFHS) Fundamentals of Coaching and Sport Safety Training Courses.

**OR**

b. The American Sport Education Program (ASEP) Coaching Principles and Sports First Aid Courses. To learn about the availability of NFSH or ASEP courses in your area or to register for the on-line courses, go to [www.nsaahome.org](http://www.nsaahome.org) – click “Coaches Education” on the left side of the page,

- (CPR and First Aid certificates do not substitute for these requirements. Current EMT or RN certification will be accepted for the Sports First Aid requirement but not for the coaching requirement).

2. Complete an approved human relations training course or narrative. Information concerning this requirement is shown on the NDE website at: [www.education.ne.gov/TCERT/](http://www.education.ne.gov/TCERT/) under State Requirements– click on “Human Relations Training”.

## How to Apply

1. Complete the On-Line Application for Nebraska Educator Certificate available at the NDE website [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) The Application Form can also be printed from the Supporting Forms link.

2. Pay on-line or enclose with your application a check for the fee listed on the application.

3. Enclose with the application original ASEP or NFHS transcripts/certificates or an original college transcript showing completion of the training required for coaching.

4. Enclose an original transcript demonstrating completion of an approved human relations training course or the work experience narrative. If you have not met the requirement a Temporary Certificate will be issued. The Temporary Certificate is valid for six months and is non-renewable.

Check our website to see if this requirement has been met at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert), Under Searches click Current Certificates & HR Training Lookup and follow the instructions.

5. Submit two completed fingerprint cards and the additional fee. This requirement is waived if you have met at least ONE of these conditions:

- You have been a continuous resident of Nebraska for five years immediately preceding the date of your application.
- You have previously held a Nebraska teaching certificate (may have expired). Call 402-471-0739 or e-mail the request to [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov) and request fingerprint instructions and cards mailed to you if your prints are required..

## Registering Your Certificate

Your certificate becomes valid only when it is registered by the administrative offices of the school system in which you are coaching. Take or mail your certificate to the central administrative offices of the *school system* in which you coach. This will be, perhaps, the superintendent’s office or the office of the assistant superintendent for personnel or other office as required by your employer. It is not usually the building principal or the athletic director. Make sure your certificate is signed by the school system person of authority. You may coach any sport or activity in any Nebraska school system, grades 9-12, in which you have registered your certificate (except those that include the message “valid only in non-public schools”).

## Renewal

The renewal of your Standard Special Services Certificate for coaching can be accomplished by submitting a completed application and steps 1 and 2 (only) from the instructions for How to Apply. “Verification of Employment Experience” form, signed by your employing Superintendent verifying one year of employment as a coach within the immediate past five years is also required..

**OR**

In place of the verification form, an original ASEP or NFHS transcripts/certificates completed within two years immediately preceding the date of application.

***The Standard Special Services Certificate expires August 31st in the fifth year following the year of issuance or renewal***

# The Special Services Certificate for Coaching

The Nebraska State Board of Education has authorized the issuance of a special services certificate (non-teaching) with the **special services coaching** endorsement. The following conditions and facts apply to this form of certification.

Applicants do **not** need to hold a coaching position in a school in order to receive this certificate.

The certificate is valid in all schools in Nebraska, unless other limiting information is printed on the certificate itself.

Persons with this certificate/endorsement may coach any sport or interscholastic activity governed by the Nebraska School Activities Association, or other non-teaching activities at grade levels 9-12, authorized by the employing school.

The Code of Conduct for teachers does apply to this form of certification and it can be revoked or suspended by the State Board of Education for professional misbehavior and recommendation from the Professional Practices Commission. The Code of Conduct accompanies the certificate when it is delivered.

This certificate is intended for those who have not received professional teacher education, but who will coach high school activities in Nebraska Schools and therefore need a certificate.

This guide to applying for this form of certification is based on the requirements in the official Rules of the Nebraska Department of Education, 92 NAC 21 (certification) and 92 NAC 24 (endorsements)

Teacher Certification  
Nebraska Department of Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987

\*\*\*\*\*

**Voice Mail: 402-471-2496**

Available 24 hours a day to  
request forms or materials

**Facsimile: 402-471-9735**

Available 24 hours a day

**Main Line: 402-471-0739**

Monday – Friday, 8:00 a.m. to 5:00 p.m. CST

**Email: [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)**

**Website: [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)**



## Nebraska SPECIAL SERVICES Certificate for **COACHING**



We encourage you to  
read this brochure  
carefully before  
applying for a special  
services certificate

The application fee is non-refundable



2012