

# APPLICATION FOR A PROFESSIONAL COACHING CERTIFICATE

- Please complete this application only if you do not hold any valid New York State teaching certificate.
- Please complete items 1 through 8 by either typing or printing in ink.
- Please attach a copy of valid certification in CPR and Sports Injury or First Aid approved by the Commissioner of Education.
- Individuals applying for a three-year renewal must submit evaluations completed by the Athletic Director or High School Principal for the previous three years for each sport that a certificate is requested.
- Payment is to be made by **MONEY ORDER ONLY. (Postal Money Order preferred)** This is a processing fee and is not refundable. **No Personal checks will be accepted.**
- Please make the \$50 money order payable to the New York State Education Department and return to: Ms. Rachel Yamin, Capital Region BOCES, 1031 Watervliet-Shaker Road, Albany, NY 12205

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**Name of Sport Activity**

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**Effective Date**

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**School District**

1. **SOCIAL SECURITY NUMBER:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

2. **NAME** (This is the way your last and first names will appear on the certificate.)

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First

Last

M.I.

Maiden

3. **ADDRESS:** \_\_\_\_\_

Street

Apt. #

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City

State

Zip

4. **BIRTH DATE:** \_\_\_\_\_

Month

Day

Year

5. **SEX:**     \_\_\_ Male                   \_\_\_ Female

6. **CITIZENSHIP:**     Are you a citizen of the United States?     \_\_\_Yes     \_\_\_No\*

*\*I certify that I have an immigrant visa which permits me to seek employment within the United States and have formally submitted my Declaration of Intent to become a citizen of the United States to the Immigration and Naturalization Service. My Alien Registration number is \_\_\_\_\_. Only those who file a Declaration of Intent or have a valid statutory reason for not doing so may be issued a professional coaching certificate.*

**OVER**

7. **MORAL CHARACTER DETERMINATION:** *Mark the appropriate response to the right of each question.*

- a. Have you ever resigned from a position rather than face disciplinary action?  Yes  No
- b. Has any disciplinary action been brought against you which resulted in your being discharged from employment?  Yes  No
- c. Did you every receive a discharge from the Armed Forces of the United Stated which was other than “Honorable” or which was issued under other than honorable circumstances? **N/A**  Yes  No
- d. Have you ever been convicted of any crime (felony or misdemeanor)\* other than minor traffic violations? \*Submit official copies of the court record including disposition of the case.  Yes  No
- e. Are you now under charges for any crime (felony or misdemeanor) other than minor traffic violations?  Yes  No
- f. Have you every forfeited bail bond posted to guarantee your appearance in court to answer any charges?  Yes  No
- g. Have you ever had a teaching credential revoked, suspended or annulled?  Yes  No
- h. Have disciplinary proceedings ever been initialed against you pursuant to New York State Education Law Section 3020?  Yes  No

*If you answered YES to any of the questions above, provide on a separate sheet of paper the specifics or an explanation for the response. If you elect not to provide specifics, however, or if such an explanation is insufficient, a confidential investigation will be initiated. None of the above circumstances represents an automatic bar to certification.*

8. **AFFIDAVIT** Under penalties of perjury, I declare and affirm that the statements made in the foregoing application, including accompanying statements, are true, complete, and correct.

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(Signature of Applicant)

(Date)

**Certification Regarding Child Support  
Required by General Obligations Law §3-503 (Effective 7/1/95)**

The undersigned submits the following sworn statement in support of the application for certificate.

Check the appropriate box in response to Question #1.

- Am     Am Not    1. As of the date my application for certificate is filed, I AM or AM NOT under an obligation to pay child support.

*If you check the box marked, "AM NOT" you do not have to answer the remaining questions, but you must sign below and have your signature notarized.*

Answer YES or NO to the following statements:

- Yes  No            2. I am up-to-date in the payments for child support (i.e., no more than three months in arrears.)
- Yes  No            3. I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties.
- Yes  No            4. The child support obligation is the subject of a pending court proceeding.
- Yes  No            5. I am receiving public assistance or supplemental security income.

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**PERSONS WHO ARE FOUR MONTHS OR MORE IN ARREARS IN CHILD SUPPORT MAY BE SUBJECT TO SUSPENSION OF THEIR CERTIFICATE TO TEACH IN NEW YORK STATE.**

The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the Penal Law of the State of New York.

I, \_\_\_\_\_, being duly sworn, say: I have read the foregoing and have fully, truthfully and accurately answered the questions. The foregoing answers are true of my own knowledge, except if stated to be made upon information and belief, and as such answers, I believe them to be true.

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Signature of Applicant

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Print Applicant's Name

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Applicant's Social Security Number

*Subscribed and sworn to before me this*

\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
*Notary Public*