

**WHO MUST BE CERTIFIED TO COACH IN IHSA ATHLETIC PROGRAMS? EVERYONE!**

EVERY PERSON WORKING WITH MEMBER IHSA HIGH SCHOOL STUDENT/ATHLETES MUST BE CERTIFIED. THIS INCLUDES NON-PAID VOLUNTEERS, PART TIME, ETC.

IHSA Board Policy 9

Under the provisions of IHSA By-law 2.070, schools using non-faculty coaches must adhere to the following:

- A. Persons who are certified teachers, are not members of the faculty at a school where they will coach (head or assistant) must place a copy of their current valid Illinois Professional Educator License (PEL) on file in the school office.
- B. Retired persons who were certified to teach and were teaching in Illinois at the time of retirement may continue to coach at any member school. They must place a copy of their PEL on file within the school office.
- C. Persons who are not certified teachers, but are at least nineteen (19) years old, may be head or assistant coaches, provided they successfully complete a coaching education course approved by the IHSA Board of Directors (see list below).
- D. Persons who are not certified teachers, but are at least nineteen (19) years old, may qualify to be an assistant coach, provided they have completed a bachelor's degree and obtain an Illinois Substitute Teaching License through their local R.O.E.
- E. Persons who stop teaching and do not possess a valid/current Illinois PEL, are not eligible to coach in Illinois without coaching certification.

NOTE: The minimum requirements are listed above mandated by the IHSA Board of Directors. Member schools may require additional endorsements (i.e. CPR/AED certification).

BY-LAW 2.070 QUALIFICATIONS OF COACHES

To serve a member school as a Head or Assistant Coach, athletic coaches in member schools must:

- (a) be regularly certified by the ISBE as a teacher, administrator, or school service personnel (i.e. counselor, social worker, speech therapist, etc., including substitute teachers), or
- (b) be a retired teacher/coach from an IHSA member school, or
- (c) be a college student coaching as part of an official student teaching assignment, or
- (d) be certified through HKCE, NFHS or other IHSA Board approved coaches certification program (see IHSA Policy Number 9 for a complete list of approved programs), and
- (e) be at least 19 years of age, and
- (f) be officially employed by the local school board of the member school.

BY-LAW 2.071

All remuneration for high school athletic coaching must be from the Board of Education of the member school employing the coach.

ILLUSTRATIONS FOR SECTION 2.070 OF THE CONSTITUTION

The illustrations and situations it contain are for purposes of assisting in understanding the application of the particular by-law to which they pertain. In the case of any conflict, whether actual or believed, between the illustrations, examples or situations in this publication and the constitution or by-laws of the IHSA, the constitution and by-laws shall control.

49) NON-FACULTY COACHES AS NON-SCHOOL COACHES

- Q. May a non-faculty coach at a member school coach a non-school team in an independent league outside the school season?
- A. By-law 3.107 restricts the amount of involvement permitted between students and their school coaching staff



members in non-school athletic competition. A non-faculty coach is a member of a school's coaching staff and is considered to be such for a period of time commencing with the date on which he/she is contracted for the coaching position by the school and extending until the beginning of the next year's season for the sport. Therefore, a non-faculty coach may coach a non-school team outside the school season only under the guidelines provided under By-law 3.107.

50) STUDENT TEACHERS

50.1 Q. May a student teacher assist with the coaching of an athletic team?

A. Yes, provided it is part of the student teaching experience. (By-law 2.070)

50.2 Q. May student teachers be paid for assisting with the coaching of athletic teams?

A. No, unless the person who is student teaching is at least 19 years old and has completed an IHSA approved coach training program. (By-law 2.070)

50.3 Q. May student teachers continue coaching their student teaching assignments after the regular student teaching period ends?

A. Yes, provided their college or university authorizes the continuation. (By-law 2.070)

51) VOLUNTEER COACHES

Q. May a person volunteer to coach without pay at a member school?

A. Yes. However, whether a person is paid to coach or is a non-paid volunteer, the person must meet the qualification requirements of By-law 2.070 and its sub-sections. (By-law 2.070)

52) BY-LAW COVERAGE

Q. Does By-law 2.070 require music directors, speech coaches and other activity sponsors or coaches to be certified teachers and have one of the specified employment relationships with a school?

A. No. This by-law applies only to coaches of athletic teams. (By-law 2.070)

53) MINIMUM AGE OF NON-FACULTY COACHES

Q. Is there an age minimum for non-faculty and/or non-certified personnel who coach?

A. The Board of Directors interprets the provisions of this By-law to require non-faculty and/or non-certified coaches to be at least nineteen (19) years of age. (By-law 2.070 and Constitution 1.420)

54) PRACTICE WITH COLLEGE STUDENT OR ALUMNUS

Q. May a college student or other alumnus participate in a school team practice?

A. No. A person who is not a student at the school and is not qualified and approved by the school as a coach under the provisions of this by-law may not participate in any respect in a school team practice.

- 1) **Do Teacher's Aides and ancillary staff meet IHSA Coaching Qualifications?** No, **Teacher's aides and ancillary staff must complete and pass an approved Coaches Education Certification course.**
- 2) **Definition of "School Personnel"?** Any person compensated or non-compensated, who provides services to the operations of a school with the consent of the administration and/or Board of Education or governing board.
- 4) **Approved Non-Faculty Coaches Certification Programs**
Human Kinetics Coach Education (HKCE); formerly known as ASEP:
<https://coacheducation.humankinetics.com/collections/illinois-high-school-association-coaches>.
NFHS Certification: <https://nfhslearn.com/profiles/6081553/edit>. Fundamentals of Coaching/First Aid for Coaches.
Note: The Sports First Aid component is completed at an American Red Cross location, it is not completed online.

**COACHING EDUCATION PROGRAMS CURRENTLY APPROVED BY THE IHSA BOARD OF DIRECTORS:**

- Human Kinetics Coach Education (Formerly ASEP) -- Champaign, IL 61825-5076
- HPR207, "The Coach in Organized Sports and Athletics" offered by Illinois State University -- Normal, IL 61761
- Department of Kinesiology Coaching Endorsement in the Undergraduate Studies Program - U of I, Champaign
- Coaching Minor offered by Northern Illinois University -- DeKalb, IL
- Coaching Minor offered by Olivet Nazarene University -- Kankakee, IL
- Program for Athletic Coaches' Education (PACE) offered by Michigan State University Institute for the Study of Youth Sports -- East Lansing, MI 48824
- Coaching Minor Offered by Southern Illinois University -- Department of Physical Education Carbondale, IL 62901
- Coaching Education Program offered by Ashford University -- Clinton, IA
- Coaching Minor Offered by Quincy University -- Quincy, IL 62301
- Coaching Certification Program offered by the University of Wisconsin-Parkside -- Kenosha, WI 53141-2000
- Iowa Coaches Authorization Board of Educational Examiners Licensure Bureau -- Des Moines, IA 60319-0146
- Coaching Minor offered by Blackburn College -- Carlinville, IL 62626
- Coaching Minor offered by Loras College -- Dubuque, IA 52003

5) Age requirement for a Head, Assistant or Volunteer coach?

Nineteen (19) years of age. All coaches must meet the 19-year age requirement whether the coaching position is paid or voluntary.

6) Can a person take the exams before turning 19? Yes, but they cannot coach until they reach their 19th birthday.**7) How does a school hiring a coach know if the coach has met the coaching requirement?**

Human Kinetics Coach Education: <https://coacheducation.humankinetics.com/pages/find-a-coach-in-the-national-coaches-registry>

NFHS: School representatives can check NFHS certification dates and exam scores (pass/fail) by going to the following web site. <https://nfhslearn.com/profiles/6081553/edit>. For this service to work correctly, the representative will need the correct city, name and spelling used by the coach during certification application.

8) Are you eligible to coach immediately after testing? Once you are notified of a passing grade. When testing online your score will be given upon completion of the exam.**9) If you've passed the Human Kinetics Coach Education or NFHS courses and have coached, but took time off, do you need to retake the courses and re-certify? No, currently, once you have passed the courses you do not have to take them again.****10) Is a cheerleading coach required to take acquire certification?**

- If a school is competing in competitive cheerleading, the coach must become certified to meet the by-law requirement.
- If a school has sideline cheerleaders only, the coach does not have to acquire certification. In this case, sideline cheerleading is classified as an activity. Activity sponsors or coaches are not currently required to acquire coaching certification.

11) How do I obtain a copy of my Human Kinetics Coach Education or NFHS Certificate? To obtain a copy or replacement certificate, you can download it from the Human Kinetics Coach Education or NFHS websites or contact the Human Kinetics Coach Education office @ (800) 747-5698 or the NFHS Office at (317) 972-6900.**12) Can I take a classroom course? Other than some of the IHSA approved college coaching certification programs listed in the IHSA Handbook, there is no longer an in-person coaching certification program offered.****13) If I took an ACEP/ASEP/Human Kinetics classroom course, where can I obtain my certificate? Please contact \Human Kinetics Coach Education at (800) 747-5698. IHSA doesn't obtain physical certificates.****14) What is the time requirement to complete the Human Kinetics Coach Education classroom course? One (1) year from the day the course is started. However, remember that **no one may begin to coach** until they have completed all three requirements of the IHSA coach's certification.**



15) Does NFHS offer a classroom course? No

ONLINE COURSE INFORMATION

16) Once I complete my tests online, how long does it take to get the results? You will be notified of your test results immediately.

17) Retesting? If I fail an online exam(s), can I retest? Yes, you can (must) take any failed exam again if you wish to become IHSA certified. The charge to retake a Human Kinetics Coach Education online exam is \$20.00 and you will receive unlimited additional attempts.

Steps to retest online - After viewing the results of your online examination and verifying that it will be necessary to retest, follow these steps:

- Follow the onscreen instructions to purchase a retest immediately after receiving your score.
- If you leave the HKCE website and decide to purchase your retest later, go to the ACCESS MY COURSE/TEST menu and select the course you need to retake. Click Review and then click Course Exam. On the next screen you'll see a button to Retake the Test. Click and complete your purchase.
- If you need any assistance with a retest, contact HKCE at 800-747-5698.
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SPECIAL CIRCUMSTANCE INFORMATION

18) Does a coach have to obtain the Human Kinetics Coach Education, NFHS coaches certification, or other IHSA approved coaching certification programs if he/she has a current/valid Illinois Substitute Teaching License? No, the Illinois Substitute Teaching License is acceptable for Head and Assistant coach positions.

19) Does a valid Illinois Educator License with Stipulations meet the IHSA coaching certification criteria? The Illinois Educator License with Stipulations (ELS) contains many possible endorsements, and the only ELS endorsements that will satisfy IHSA coaching certification criteria are those that require a bachelor's degree.

20) Out-of-State Teaching Certificates? Coaching candidates that only have an out of state teaching license/certificate do not meet the IHSA criteria to serve as coach at a member school. A person who has an out-of-state teaching certificate and would like to be a coach in Illinois should contact the Illinois State Board of Education to find out what is necessary to possess an active Illinois Professional Educator License (PEL) or Illinois Substitute Teaching License. The web address for the Illinois State Board of Education is: <http://www.isbe.state.il.us/>. Another option would be to acquire IHSA coaching qualifications through Human Kinetics Coach Education, NFHS, or other IHSA approved programs listed in #3.

21) Waivers -- Sports First Aid Waivers can be granted. Only Licensed Physicians, Certified Athletic Trainers, Nurses or EMT's can be granted waivers through Human Kinetics Coach Education certification. A written request and documentation must be sent via email Kraig Garber (kgarber@ihsa.org) before a waiver can be considered.

Note: Waivers for the First Aid for Coaches course through NFHS are not granted. Waivers are not granted to those individuals holding only a first aid certification from agencies such as The American Red Cross. While such certifications are valuable, they do not meet the standard of the more comprehensive Sport First Aid Course adopted by the IHSA Board of Directors.

22) Are student teachers allowed to coach during their student teaching experience?

*A college student that has been officially assigned to a member high school to participate in their Student Teaching Experience may serve as an assistant coach during that experience with no coaching certification required.

*If their Student Teaching Experience is completed prior to the completion of the sport season in which they are coaching, they may complete that sport season only.

*This provision does not apply to college students completing classroom observations. It only applies to the official student teaching experience.

*Student teachers cannot be paid for their coaching experience unless they are certified per IHSA standards.



- 23) A school is looking to fill a Head Coaching position. The applicant has a bachelor's or a master's degree. The applicant has no Illinois PEL. Does the applicant need to complete the Coaches Certification Course? **Yes**, the applicant must successfully complete the Human Kinetics Coach Education course since he/she does not have an Illinois Teaching Certificate and is applying for a coaching position.
- 24) **Must a volunteer coach meet all IHSA coaching certification requirements?** **Yes**, all requirements must be met. It does not matter if the coach is paid or a volunteer.
- 25) IHSA will not give waivers for "Sport Specific" licenses endorsed by other collegiate organizations or associations. IHSA doesn't sport specifically certify our member school coaches.
- 26) Is a junior high school coach eligible to coach high school sports? Only if they have completed the IHSA required Coaching Certification program through Human Kinetics Coach Education or NFHS.

IHSA CONTACT INFORMATION:

Kraig Garber, Assistant Executive Director: kgarber@ihsa.org

1. Report coaching violations
2. IHSA By-Law Exam questions
3. Waivers for Sports First Aid Exam
4. Assistance with questions which may not have been covered in this document

Cheryl Lowery, Coordinator of Sports/Activities: clowery@ihsa.org: Assistance with questions which may not have been covered in this document.

HUMAN KINETICS COACH EDUCATION CONTACT INFORMATION:

1. IHSA Coaching Orientation/Coaching Principles/Sport First Aid Exam navigation/questions
2. Problems with Information posted on the Human Kinetics Web Site
3. Problems with Ordering the Online Human Kinetics Course
4. The Human Kinetics Office is responsible for mailing/distribution of all coaching certification packages purchased. Any questions pertaining to those issues (missing items, etc.) should be directed to their Office.
5. Requests for a copy of coaches' certification documentation.
6. Name Changes

View FAQs on Human Kinetics Coach Education here: <https://coacheducation.humankinetics.com/pages/faqs>.

Contact HKCE Customer Support at (800) 747-5698 or send an e-mail to Support@hkusa.com.

Human Kinetics Coach Education Customer Support is available Mon-Fri 7am - 5pm CDT
For a period in the summer months, Human Kinetics will be closed on Fridays.

Merry Blakey, Director of Partnerships: *Merry Blakey* <merryb@hkusa.com>

Responsibilities: Merry works with interscholastic associations and individual school districts. She focuses on establishing and maintaining partnerships with organizations and associations to create and support sport education through Human Kinetics Coach Education courses and resources.

<https://coacheducation.humankinetics.com/collections/illinois-high-school-association-coaches>

NFHS CONTACT INFORMATION:

The National Federation of State High School Associations provides a Help Desk for any inquiries regarding their Coaches Certification program. Please Contact the Help Desk for any further questions. The NFHS Help Desk phone number is: 317-565-2023, Email: help@nfhslearn.com

The NFHS Help Desk is available at the following times: 10:00 a.m. to Midnight EST M-F and Noon to 8:00 p.m. EST Sat - Sun