



# APPLICATION FOR NONRENEWABLE COACHING AUTHORIZATION EXTENSION

State of Iowa  
Board of Educational Examiners  
Licensure  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, Iowa 50319-0147

Revised 9/13

**INSTRUCTIONS: (Incomplete applications may be returned.)**

1. Include the nonrefundable \$40 fee.
2. Include certificate showing successful completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union.
3. Send all materials and check or money order (made payable to Board of Educational Examiners) to the address above.
4. Please allow 6 to 8 weeks to process.
5. This extension is NOT renewable.

Name changes require a photocopy of official legal documentation. **All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days.**

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone (    )	Daytime Phone (    )	Email Address	

**Background Information:**

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes  No  PR  Have you ever been convicted of a felony?
- b. Yes  No  PR  Have you ever been convicted of a crime other than parking or speeding violations (report any OWIs)?
- c. Yes  No  Do you currently have any criminal charges pending against you?
- d. Yes  No  PR  Have you ever had a founded report of abuse made against you?
- e. Yes  No  PR  Have you ever had an educational license denied, revoked, or suspended?
- f. Yes  No  Are you a United States citizen?

If you answered "No," check if you are:

- a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
- an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year.  
(If so, please provide appropriate documentation.)
- a foreign national not physically present in the United States.
- other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper.

**Statement of Fraud:** An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Requirements for the Coaching Authorization

Applicants for the coaching authorization shall have completed all of the following requirements:

1. One semester credit hour or ten contact hours in a course relating to knowledge and understanding of **the structure and function of the human body** in relation to physical activity.
2. One semester credit hour or ten contact hours in a course relating to knowledge and understanding of **human growth and development** of children in youth in relation to physical activity.
3. Two semester credit hours or twenty contact hours in a course relating to knowledge and understanding of **the prevention and care of athletic injuries** and medical and safety problems relating to physical activity.
4. One semester credit hour or ten contact hours relating to knowledge and understanding of the **techniques and theory of coaching** interscholastic athletics.
5. Five contact hours relating to knowledge and understanding of the **ethics and legal responsibilities of coaching** interscholastic athletics is required after July 1, 2000.
6. Completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union

The coaching authorization is valid for five years, and it shall expire five years from the date of issuance. The nonrefundable fee for the issuance of the coaching authorization shall be \$85.00.

## Coaching Authorization vs. Coaching Endorsement

The coaching authorization is open to all qualified persons, 18 years of age or older, who have completed the above course work. The coaching endorsement is available only to teachers and is added to a current initial, standard or master educator teaching license. To get the coaching endorsement, teachers must take the above course work for at least the minimum number of semester hours of college credit.

**Renewal of the coaching authorization** requires attendance at 5 renewal activities, none of which may be older than 5 years at the time of renewal, and all of which must be attended after the issuance of the last license. These activities may include:

**Coaching Classes** — (sponsored or offered by an accredited college or university, Area Education Agency, professional athletic assoc., the Iowa High School Athletic Assoc., or the Iowa Girls High School Athletic Union.)

**Rules Meetings** — (sponsored by the Iowa High School Athletic Assoc. or the Iowa Girls High School Athletic Union.)

**Coaching Clinics** — (sponsored or offered by an accredited college or university, Area Education Agency, professional athletic association, the Iowa High School Athletic Association, or the Iowa Girls High School Athletic Union.)

**Coaching Workshops** — (sponsored or offered by an accredited college or university, Area Education Agency, professional athletic association, the Iowa High School Athletic Association, or the Iowa Girls High School Athletic Union. Clinics and workshops sponsored by local districts may be acceptable if the events were designed for, advertised to, and open to the public.)

**Ethics Workshop** — After July 1, 2000, a workshop in the ethics and legal responsibilities of coaches is required as a renewal activity. This workshop is available at agencies/institutions offering approved coaching authorization programs. An original transcript or certificate of completion must be submitted with the renewal application to verify completion of the workshop.

*Effective September 1, 2002, all applicants renewing a coaching authorization must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel.*

*Effective August 28, 2013, all applicants renewing a coaching authorization must submit documentation of completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union.*