

## Moving From 3-Year Athletic Coaching Certificate to 5-Year Athletic Coaching Certificate

I will receive a Statement of Eligibility (SOE) from the FLDOE outlining the requirements to obtain an Athletic Coaching Certificate. The SOE is ***not*** my Athletic Coaching Certificate. **Please allow 30-45 days from the date the application is completed to receive a SOE.** Once the SOE is issued, my employment will be verified by the DCPS Certification Office. Until I receive my Athletic Coaching Certificate, I will not receive payment as an Athletic Coach with DCPS. Once the Athletic Coaching Certificate is received, I will only receive payment for my official days of employment during the school years in which my Athletic Coaching Certificate is valid. **Note: The certificate validity period supersedes the date listed on the SOE; therefore, all certificates will have a start date of July 1 and end date of June 30.**

The SOE from the FLDOE will officially provide notification of the requirements to obtain the Five-Year Athletic Coaching Certificate. I must refer to ***my*** SOE for these requirements. The requirements for the Five-Year Athletic Coaching Certificate include the following:

- Three (3) semester hours in care and prevention of athletic injuries, and the effects and dangers of drug use including performance enhancing drugs (Sports First Aid)
- Three (3) semester hours in coaching theory
- Three (3) semester hours in theory and practice of coaching a specific sport
- A valid cardiopulmonary resuscitation (CPR) course completion card or certificate issued by the American Heart Association (AHA) or the American Red Cross (ARC) or an equivalent CPR course completion card or certificate issued by an entity approved by the Florida Department of Health (FDOH)

**I must complete all requirements to obtain the 5-Year Athletic Coaching Certificate *prior* to the expiration of the 3-Year Non-Renewable Athletic Coaching Certificate to maintain employment and receive payment as an Athletic Coach with DCPS.**

I have two options for completing this credit:

- Option 1 (College Credit):
  - I must complete this coursework at an approved, accredited college/university.
  - The course description **MUST** cover specifically the nine (9) semester hours (all topics) listed above. I am responsible for seeking FLDOE course approval and providing the OFFICIAL paper transcripts showing completion of this coursework to the FLDOE directly. I may email the FLDOE for approval at [Education.Certification@fldoe.org](mailto:Education.Certification@fldoe.org). The email must include the name of the college/university, course prefix, course number and course title. Alternatively, I may contact the FLDOE at 800.445.6739.
  - I must also provide a valid cardiopulmonary resuscitation (CPR) certificate issued by the American Heart Association or the American Red Cross.
- Option 2 (Approved Online Human Kinetics Courses):
  - I must complete this coursework online with Human Kinetics Coach Education Center.
  - The website to complete the courses on-line is: <https://coacheducation.humankinetics.com/collections/678> The website provides specific information regarding the courses for DCPS Athletic Coaches.
  - I must complete the following courses: Sport First Aid, Coaching Principles and a Coaching (specific sport) Technical and Tactical Skills.
  - Upon completion of the courses, I must print the completion certificates for each course. These completion certificates and a copy of a valid cardiopulmonary resuscitation (CPR) certificate must be emailed to the DCPS Certification Office at [DCPSCertificationOffice@duvalschools.org](mailto:DCPSCertificationOffice@duvalschools.org)

Upon completion of one of the options above, I must submit an application titled ***Upgrade to Five-Year Athletic Coaching Certificate*** online with the FLDOE at <https://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.html> with a credit card payment of \$75. If I chose Option 1, I am responsible for providing the OFFICIAL paper transcripts showing completion of the coursework and my CPR certificate to the FLDOE directly. If I chose Option 2, I am responsible for providing the completion certificates and a copy of a CPR certificate, via email, to the DCPS Certification Office at [DCPSCertificationOffice@duvalschools.org](mailto:DCPSCertificationOffice@duvalschools.org). If I need assistance with the FLDOE website, I must contact the FLDOE at 800.445.6739. Once the Five-Year Athletic Coaching Certificate is issued, it ***MUST*** be provided to the DCPS Certification Office via email at [DCPSCertificationOffice@duvalschools.org](mailto:DCPSCertificationOffice@duvalschools.org) so the personnel database may be updated to reflect issuance of the certificate.

The FLDOE permits the issuance of only one Three-Year Non-Renewable Athletic Coaching Certificate. If my Three-Year Athletic Coaching Certificate expires ***prior*** to receiving the Five-Year Athletic Coaching Certificate, I will be terminated and will not be eligible to be considered for rehire with DCPS until the requirements are completed for the 5-Year Athletic Coaching Certificate. **Note:** If I am no longer employed with DCPS ***and*** my Three-Year Athletic Coaching Certificate has expired, I will ***not*** be permitted to complete coursework through Option 2 above. My only option will be to complete the coursework at an approved, accredited college as indicated in Option 1 above.

**Updated 03/23/2022**