

July 1, 2011



Memorandum

To: High School Athletic Directors

From: Scott Evans, Assistant Director

RE: COACHING LICENSURE, TRAINING, & EMPLOYMENT – 2011-12

1. Licensure Requirement. A NMPED Coaching License is required by state statute and/or NMAA regulations for member schools, public and private, grades 7-12.
2. Coaching Licensure Authority. All licensure is regulated by the New Mexico Public Education Department. Essential information (summary of levels/requirements, complete regulation, link to NMPED website) can be accessed through links on the NMAA website, see www.nmact.org, click on “For Coaches”, click on “New Mexico Public Education Department”.
3. NMPED License Locator. License(s) may be viewed through the NMPED website by entering the name and the last 4 digits of the SSAN. The link for this locator is on the NMAA website “For Coaches” or “Athletic Director”.
4. Local Information and Assistance. In most cases, the best source of information and assistance regarding NMPED licensure issues for school A.D.’s is the local school/district personnel office. They have direct access to the NMPED database and routinely process applications for initial licensure and renewals.
5. Online NMAA Coaches Training Program – Level 1. Effective July 1, 2008, the level 1 training program is the “NMAA Coaches Training Program – Level 1/NFHS Fundamentals of Coaching” available online thru the NMAA website,.
6. Courses for Level 3 Licensure. Information on online courses which meet some of the requirements for a level 3 license are available from the NMAA website.
7. Coaches Education for Professional Development. The NFHS now has a number of online coaching education courses available for professional development, see the NMAA website, either “For Coaches” or “For Athletic Director”.
8. Employment of Coaches Resources. There are some electronic files for use by athletic directors (coach evaluation forms, competencies, checklist, and volunteer contract) available from the NMAA website on the “For Athletic Director” page.
9. Questions or Additional Information. NMPED – (505) 827-5821, NMAA – Scott Evans – (505) 923-3278 or sevans@nmact.org