

Coaching License Step by Step Instructions

Step 1: Complete the Online Coaches training course at www.nfhslearn.com

Step 2: Register and create an account at www.nfhslearn.com

- You will create a user name and password which will allow you to log in and out of your account at your own leisure.

Step 3: Purchase the fundamentals of coaching course for the state of New Mexico.

- The course is \$45; you will need a credit card to complete your purchase.
- Once you have purchased the course, you can launch it and the course will begin.
- You can take the fundamentals of coaching program at one time or continue to log on and off when you have time to work on the program. You can simply use your user name and password to log back in the unit that you were working on when you logged off.

Step 4: Purchase the first aid, health and safety for coaches for the state of New Mexico.

- The course is \$45; you will need a credit card to complete your purchase.
- Once you have purchased the course, you can launch it and the course will begin.
- You can take the first aid, health and safety for coaches course at one time or continue to log on and off when you have time to work on the program. You can simply use your user name and password to log back in the unit that you were working on when you logged off.

Step 5: Once you have completed the course, print out two copies of the certificate of completion.

- Keep a copy for yourself and attach the second copy of the certificate with your application for a Level 1 Coaching License that is to be sent to the Public Education Department (See address below).

Coaching License Application Packet

Option 1: If you have already accepted a coaching position at a school, please contact your school HR Department to obtain the Application for a Level 1 Coaching License.

Option 2: If you have not currently accepted a coaching position, but plan on seeking employment in the future, please follow the remaining steps in order to complete your certification.

Step 1: Include your certificate of completion once you have finished the Fundamentals of Coaching course.

Step 2: A complete Level 1 coaching license application. (Obtain through the Public Education Dept. or <http://www.ped.state.nm.us/Licensure/index.html>)

Step 3: Proof of having your fingerprints taken.

Step 4: Proof of having a background check.

Once all **four** of these items have been completed, please mail everything to the Public Education Department. Make sure that everything listed above is included in the packet. An incomplete packet will not be processed. Mail your complete packet to the address below:

New Mexico Public Education Department
Professional Licensure Bureau
300 Don Gasper
Santa Fe, NM 87501

Give the Public Education Department a call if you have any questions about the Level 1 Coaching License application or the status of your application. They will let you know exactly what you need and can provide you with the application.

Important Phone Numbers

NFHS Website
317-565-2023

Public Education Department
505-827-1436 – Licensure Dept.

NMAA – Coaching License Info.
505-923-3281 – Jackie Martinez