

# Obtaining a Coaching License

The NMAA is here to provide you with the information and guidance needed in order to obtain a coaching license through the New Mexico Public Education Department (NMPED). Please understand that the NMPED will process your complete application and will be responsible for issuing you a coaching license. If during this process you encounter any problems with any of the online classes or have any questions about the classes, you will need to contact the NFHS Customer Service Department for assistance with their website. The NFHS website contact information is located below. The NMPED Licensure Department contact information is also located below, they will answer any questions about your licensure application and processing your license. If there are any **delays** in processing or receiving your coaching license, you will need to contact the New Mexico Public Education Department to check the status of your application.

## Important Phone Numbers

NFHS Website  
317-565-2023

NM Public Education Department  
Licensure Department  
505-827-5800

[lisensureunit@state.nm.us](mailto:lisensureunit@state.nm.us)

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

## License Step by Step Instructions

**Step 1:** Complete the Online Coaches training courses at [www.nfhslearn.com](http://www.nfhslearn.com)

**Step 2:** Register and create an account at [www.nfhslearn.com](http://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.
- All classes that you take on this website will be saved on your account. The certificates of completion can be printed out at any point if you need to access them again in order to apply for a new coaching license.

**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 to 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 to the unit that you were working on when you logged off.

**Step 5:** Lastly, you will need to take the online Concussion in Sports online class.

- The course is free.
- Once you have selected the course, you can launch it and the course will begin.
- You can take the concussion 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 6:** Once you have completed the courses, save these files to your computer so you can upload them with your online application to the New Mexico Public Education Licensure Department.

- All three certificates of completion need to be included with your complete coaching license packet.

**Step 7:** You will need to get your fingerprints and background check done to complete your application.

# Coaching License Application Packet

**Option 1:** If you have already accepted a coaching position at a school, you will need to go to this website to start your application for your coaching license. All documents will need to be uploaded and sent to the NMPED to process your application. Include all certificates of completion from the three courses you took, proof of your background check, and your coaching license application. The coaching license application fee is \$35.

<https://webnew.ped.state.nm.us/bureaus/licensure/how-to-apply/athletic-coach-7-12/>

**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 certificates of completion once you have finished the Fundamentals of Coaching, the First Aid, Health and Safety course, and the Concussion in Sports Course.

**Step 2:** Complete the coaching license online application for a fee of \$35. Below is the link to the application.

<https://webnew.ped.state.nm.us/bureaus/licensure/how-to-apply/athletic-coach-7-12/>

**Step 3:** Provide proof of having your fingerprints and background check done. You will upload this to your application on the NMPED website.

**Step 4:** Once all **three** of these items have been completed, everything will be uploaded and sent to the New Mexico Public Education Department Licensure Department. During this time if you have any questions about the status of your application or receiving your coaching license, you must contact the NMPED at 505-827-5800, or email at [lisensureunit@state.nm.us](mailto:lisensureunit@state.nm.us).

Give the Public Education Department a call if you have any questions about the Level 1 Coaching License application, Coaching License renewal application, or the status of your application.

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