

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 have any questions about or encounter any problems with any of the online courses, 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 Division contact information is also located below, they will answer any questions about your licensure application and the processing your license. **If there are any delays in processing or receiving your coaching license, you will need to contact the NMPED to check the status of your application.**

License Step by Step Instructions

Step 1: Complete the online coaches training courses at www.nfhslearn.com

- Register and create an account at www.nfhslearn.com
- You will create your username and password which will allow you to log in and out of your account at your own leisure

Step 2: 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** course at one time or continue to log on and off when you have time to work on the course. You can simply use your username and password to log back into the unit that you were working on when you logged off

Step 3: Purchase the **First Aid, Health and Safety for Coaches** 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 **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 username and password to log back into the unit that you were working on when you logged off

Step 4: Complete a **CPR/AED Certification** course

- Course costs vary
- According to state [statute](#): certification shall include in-person, hands-on training

Step 5: Once you have completed the courses, save these files to your computer so you can upload them with your online application to NMPED Licensure

- All three (3) certificates of completion need to be included with your complete coaching license packet

Step 6: NMPED Background Check

- The fee for the NMPED Licensure background check is \$59
- You will need to get your fingerprints and background check done at this website: <https://nm.state.identogo.com/>
- You must select ORI# NM920140Z (reason code: Teacher Licensure), regardless of the type of license you are seeking

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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 (3) courses you took, proof of your background check, and your coaching license application. The coaching license application fee is \$35. You will also need to do a background check specific to the school.

<https://webnew.ped.state.nm.us/bureaus/licensure/>

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 licensure.

Step 1: Complete the coaching license online application for a fee of \$35. Below is the link to create your online profile with the NMPED for your coaching license application:

<https://webnew.ped.state.nm.us/bureaus/licensure/>

Step 2: Include your certificates of completion once you have finished the Fundamentals of Coaching course, the First Aid, Health and Safety course, and the CPR/AED Certification course.

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

<https://webnew.ped.state.nm.us/bureaus/licensure/background-submission/>

Step 4: Once all **three** of these items have been completed, everything will be uploaded and sent to NMPED Licensure. 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

licensureunit@ped.nm.gov.

Give the NMPED a call using the above listed information if you have any questions about the Level 1 Coaching License application, Coaching License renewal application, or the status of your application.

Important Phone Numbers

NFHS Website
317-565-2023

NMPED
Licensure Department
505-827-5800
Option 1 or 2
licensureunit@ped.nm.gov

NMAA – Coaching License Info
505-238-8566 – Gary Allison
gary@nmact.org

Please contact **NMPED Licensure** directly if your application status is showing “pending.”