

## **Coaching License Step-By-Step Instructions for Spirit Coaches**

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

- Register and create an account at [www.nfhslearn.com](http://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 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 3:** Purchase the **First Aide, Health and Safety 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 Aide, Health and Safety 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.
- Certification shall include in-person, hands-on training.

**Step 5:** Purchase the **Cheer and Dance Safety Certification Course** (formerly AACCA).

- The course is \$85; 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 Cheer and Dance Safety Certification course (formerly AACCA) 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 6:** Once you have completed the four (4) 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 four (4) 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 at this website:

<https://nm.state.identogo.com/>

## Coaching License Application Packet

**Option 1:** If you have already accepted a spirit 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 four (4) 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/>

**Option 2:** If you have not currently accepted a spirit 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 (all 4) once you have finished the Fundamentals of Coaching course, the First Aid, Health and Safety course, the Cheer and Safety Certification course (formerly AACCA course), and the CPR/AED Certification course.

**Step 2:** 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 3:** You will need to get your fingerprints and background check done at this website:

<https://nm.state.identogo.com/>

**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 [licensureunit@ped.nm.gov](mailto:licensureunit@ped.nm.gov).

Give the **New Mexico 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.

### Important Phone Numbers

NFHS Website  
317-565-2023

Public Education Department  
Licensure Dept.

505-827-5800

Option 1 or 2

[licensureunit@ped.nm.gov](mailto:licensureunit@ped.nm.gov)

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

Please contact the **New Mexico Public Education Licensure Department** directly if your application status is showing “pending”.