





**PART II: COMPLETION OF REQUIRED FIRST AID COURSE**

The first aid course must have been completed within 3 years prior to the date of application. Please sign your first aid card and attach: (1) a photocopy of both the front and back of the first aid card, or (2) original certificate of completion, to this application.

\_\_\_\_\_  
Name of course completed

\_\_\_\_\_  
Date of completion

**PART III: COMPLETION OF REQUIRED CPR COURSE**

Please sign your valid CPR card and attach: (1) a photocopy of both the front and back of the CPR card, or (2) original certificate of completion, to this application.

\_\_\_\_\_  
Name of course completed

\_\_\_\_\_  
Date of completion

**PART IV: HIGH SCHOOL INFORMATION**

Please attach a copy of your high school diploma or official high school transcript to this application.

**PART V: CONCUSSION AND HEAD INJURY TRAINING REQUIREMENT**

Attach the original certificate of completion of the concussion and head injury training requirement (Module 15) from the Connecticut Coaching Education Program (CCEP).

**PART VI: COMPLETION OF REQUIRED COACHING COURSE**

**(For individuals NOT holding a valid Connecticut educator certificate, or a standard or permanent certificate)**

Course completed at: \_\_\_\_\_ Date course completed: \_\_\_\_\_  
(Name of college/university or board of education)

**PART VII: RENEWAL OF FIVE-YEAR RENEWABLE COACHING PERMIT**

Have you completed at least 15 clock hours of seminars, course work or workshops which provide information on safe and healthful coaching practices and understanding child and adolescent development as approved by the State Department of Education?  YES  NO

On or after July 1, 2010, through June 30, 2015, completion of the concussion and head injury training requirement (Module 15) from the Connecticut Coaching Education Program (CCEP).

After July 1, 2015, completion of the refresher course completed through the CCEP.

**PART VIII: APPLICANT ATTESTATION**

I certify that the information provided by me on this application and any accompanying documents contains no material misrepresentations, falsifications or omissions and that all of the information given by me is true, complete and accurate. I understand that all application and accompanying information may be verified and that any material misrepresentation, falsification or omission may result in the denial or revocation of my certificate(s), permit(s) or authorization(s).

ORIGINAL SIGNATURE OF APPLICANT:  DATE:



## INSTRUCTIONS TO APPLICATION FOR FIVE-YEAR RENEWABLE COACHING PERMIT

Listed below are the required documents which must be submitted to the Bureau of Educator Standards and Certification to process your request for the issuance or renewal of a Five-Year Renewable Coaching Permit.

**For the ISSUANCE of a Five-Year Renewable Coaching Permit you must complete and submit the following:**

### Applicant:

- 1. *If you do NOT hold a valid Connecticut educator certificate, or a standard or permanent certificate, please complete sections a through g of the instructions below.*
- 2. *If you hold a valid Connecticut educator certificate, or a standard or permanent certificate, please complete sections a, b, c, f and g of the instructions below.*

### Instructions:

- a. Complete Parts I through VI and Part VIII of the application. (Applicants who hold a valid Connecticut educator certificate, or a standard or permanent certificate, need not complete Parts IV or VI).
- b. Attach a photocopy of your valid Standard First Aid card, or original certificate of completion. The Standard First Aid course must be completed within three years prior to the date of application. **Please remember to sign your Standard First Aid card prior to photocopying.**
- c. Attach a photocopy of your valid CPR card, or original certificate of completion. **Please remember to sign your CPR card prior to photocopying.**
- d. Attach a photocopy of your high school diploma or an official high school transcript may be submitted in lieu of a copy of your diploma.
- e. Official transcript/certificate verifying the completion of an approved coaching course.
- f. Attach the **original** certificate of completion of the concussion and head injury training requirement (Module 15) from the Connecticut Coaching Education Program (CCEP).
- g. Return completed application and attachments to the Bureau of Educator Standards and Certification.

(continued)

**For the RENEWAL of the Five-Year Renewable Coaching Permit:**

**Instructions:**

- a. Complete Parts I through III and Parts VII and VIII.
- b. Attach a photocopy of your Standard First Aid card, or original certificate of completion. The Standard First Aid course must be valid for the renewal date of the permit. **Please remember to sign your Standard First Aid card prior to photocopying.**
- c. Attach a photocopy of your CPR card, or original certificate of completion, valid for the renewal date of the permit after course. **Please remember to sign your CPR card prior to photocopying.**
- d. On or after July 1, 2010, through June 30, 2015, attach **original** certificate of completion of the concussion and head injury training requirement (Module 15) from the Connecticut Coaching Education Program (CCEP). After July 1, 2015, attach **official** verification of the refresher course completed through the CCEP.
- e. Return completed application and attachments to the Bureau of Educator Standards and Certification.

***NOTE: Please do NOT submit verification of completion of the required 15 clock hours of seminars, course work or workshops for the renewal of the Five-Year Renewable Coaching Permit with this application. Applicants selected for a random audit will be notified in writing, and be required to submit verification.***

***Please submit the application for renewal no sooner than six months prior to the expiration date of your current permit.***

<b>How to contact the Bureau of Educator Standards and Certification:</b>
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**Website:** [www.ct.gov/sde](http://www.ct.gov/sde)

**Phone:** **860-713-6969** 24-hour Interactive Voice Response (IVR) for applicants.

(To speak with a staff member, call the IVR on Mondays and Thursdays, between Noon -4 p.m.)