



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**Five-Year and Temporary Emergency Coaching Permits**

<b>First Issuance of a Five Year Coaching Permit</b>	<b>Renewal of a Five Year Coaching Permit</b>	<b>Temporary/Emergency Coaching Permit</b>
<p>For Certified Staff:</p> <ul style="list-style-type: none"> <li>• Module 15-concussion training requirement</li> <li>• Valid standard first aid/CPR cards</li> </ul>	<p>For Certified Staff:</p> <ul style="list-style-type: none"> <li>• Module 15-refresher course</li> <li>• Valid standard first aid/CPR cards</li> <li>• Completion of the 15 clock hour coaching professional learning requirement</li> </ul>	<p>For Certified Staff:</p> <ul style="list-style-type: none"> <li>• Certified staff are eligible to apply for the Five-Year Coaching Permit</li> </ul>
<p>For Non-Certified Staff:</p> <ul style="list-style-type: none"> <li>• Module 15-concussion training requirement</li> <li>• Valid standard first aid/CPR cards</li> <li>• Official transcript-documenting the successful completion of the 45 clock hour coaching course</li> <li>• Copy of high school or college diploma, OR official transcript verifying either high school graduation or college degree awarded date</li> </ul>	<p>For Non-Certified Staff:</p> <ul style="list-style-type: none"> <li>• Module 15-refresher course</li> <li>• Valid standard first aid/CPR cards</li> <li>• Completion of the 15 clock hour coaching professional learning requirement</li> </ul>	<p>For Non-Certified Staff:</p> <ul style="list-style-type: none"> <li>• Module 15-concussion training requirement</li> <li>• Valid standard first aid/CPR cards (completed within one-year of the application)</li> <li>• Copy of high school or college diploma, OR official transcript verifying either high school graduation or college degree awarded date</li> <li>• Registration in required coaching course (renewals only)</li> </ul>

Routine processing of a completed coaching application should include the following:

- Verification of the completion of Module 15/concussion refresher, copies of active standard first aid/CPR cards, verification of the 45 clock hour coaching course, and/or fulfillment of the 15 clock hour professional learning requirement.
- For Non-Certified Staff, please include a copy of a diploma verifying a graduation or degree date.

*\*Please note-all transcripts sent to the CSDE must be official to be considered with any application.\**

For more information regarding eligibility information for coaching permits, please visit the Bureau of Certification homepage: <http://portal.ct.gov/SDE/Certification/Coaching-Permits>