



Renewing Your 5 Year Professional Coaching Certificate



➤ Steps and Requirements to Renew Your 5 Year Professional Coaching Certificate

- Complete a minimum of 10 hours of coaching and/or sport specific related professional development outside of your current District and FHSA mandated requirements (CPR/1st Aid, Field Trip Meds Training and NFHS courses) within 5 years of receiving your FLDOE Professional Coaching Certificate.
 - Examples of acceptable professional development include:
 - Professional development offered by the District – coaching clinics, safety training or other offered in-service
 - 3rd party coaches' conferences and clinics – Examples: FACA, FIAAA, Glazier, Nike Coach of the Year and specific college/university run coaching clinics
 - NFHS online courses outside of FHSA mandated coursework – <https://nfhslearn.com>
 - Human Kinetics online courses - <https://coacheducation.humankinetics.com/collections/632>
 - Other online coaching or sport specific courses pre-approved by the District Athletic Director

NOTE: Should you have any question as to whether or not a course, clinic, conference or in-service will count towards your renewal, please contact the District Athletic Director, Dustin Kupcik.

- As professional development is completed, please provide documentation of attendance and/or completion to the District Athletic Director via email – kupcik_d@hcsb.k12.fl.us
 - Please provide your name, date of attendance or completion as well as the number of hours you are claiming.
 - Documentation required may vary depending on professional development source. Examples may include, but are not limited to:
 - Conference/Clinic schedule or agenda
 - Course completion certificate
 - Registration and attendance documentation for in District offerings
- You also need to ensure that your CPR/First Aid Certification is up to date - must be certified through AHA (American Heart Association), ARC (American Red Cross) or ASHI (American Safety and Health Institute)
 - If not, sign up for a free CPR/First Aid course via <https://www.cprrescue1.com/copy-of-bls-cpr-aed-first-aid-narcan-1>
- Once you have completed your 10 hours of professional development and it is time for you to renew, apply to renew your 5-year Professional Coaching Certificate through the Florida Department of Education (FLDOE) via <https://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml>
 - Cost \$75
 - Please inform Dawn Poppe & Brittany Beltran via email(below) once you have completed everything so they can submit on their end.

You will not become eligible for supplemental pay, until you show proof of your up-to-date CPR/First Aid certification, the 10 hours of professional development and completed the renewal of your FLDOE Athletic Coaching certificate application.

If you have any questions regarding this process, please contact our HR Certification Staff:

Dawn Poppe
poppe_d@hcsb.k12.fl.us
(352) 797-7005, Ext. 70419

Brittany Beltran
beltran_b@hcsb.k12.fl.us
(352) 797-7005, Ext. 70367

You can also contact the District Athletic Director, Dustin Kupcik: 352-797-7000 Ext. 70314 or kupcik_d@hcsb.k12.fl.us