EICC - Coaching Authorization & Officiating

Frequently Asked Questions

What is the difference between authorization and an endorsement?
There are two types of certification: authorization and endorsement. Both types allow you to coach grades K-14 in a major or minor sport, and you can be a head coach, assistant coach or a volunteer.

A coaching endorsement can only be given to someone with a current Iowa teacher's license and the endorsement is attached to the teaching license. The endorsement requires the same coursework, but the courses must be taken for college credit. When the teacher's license is renewed, the endorsement would also be renewed at that same time.

The type of certificate program EICC offers prepares you for coaching authorization. Most people take this option because it is faster (55 hours of class time) and less expensive than taking courses for college credit.

What do I need to do if I took classes a few years ago, but never applied for my certificate?
There is no time limit between taking the classes and applying for authorization. Your application needs to be accompanied by a transcript showing the classes you took meet the State requirements. Keep in mind that if a new requirement goes into effect since the time you took your classes (such as ethics & fingerprinting); you would also need to meet the new requirement(s) as well.

How long does my authorization last?
Your Coaching Authorization certificate is valid for 5 years from the date of issue. At that point you may renew your authorization for another 5 years.

What is the application process for authorization?
After successfully completing the required coursework, you need to send the following items to the State for processing:

- Completed Application for Coaching Authorization
- Transcript(s) showing you have successfully completed the required classes
- Completed Waiver for both the Iowa and national criminal history record check
- Completed fingerprint card (with your fingerprints taken by an authorized finger printer within the past 45 days)
- Check or money order for $137 (application fee of $85 plus $52 for the criminal history record check) made payable to the Board of Educational Examiners

Once the paperwork has been processed and the background check has been completed and approved, the State will issue the authorization.
How can I get my fingerprints taken?
Contact your local law enforcement agency to find out if and when they offer fingerprinting services to the public.

If I let my coaching authorization expire, do I have to take the four courses over again?
No, you need only complete five renewal activities.

What are the requirements for authorization renewal?
During the 5-year span of your authorization, you need to participate in five renewal activities choosing from the list below. These renewal activities must be sponsored or offered by an accredited college or university, Area Education Agency, professional athletic association, the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union and may include: Coaching Classes, Coaching Clinics, Rules Meetings, Coaching Workshops or Ethics Workshop. All applicants renewing a coaching authorization must submit documentation of the child and dependent adult abuse training approved by the state abuse education review panel.

What is the application process for renewing my authorization?

- Completed Application for Renewal of Coaching Authorization (if college courses were completed, official transcripts should accompany the renewal application)
- Check or money order for $85 made payable to the Board of Educational Examiners

What should I do if my authorization expires soon and I haven’t yet completed my five renewal activities?

- You can apply for a coaching authorization extension, which lasts one year. You will need to send the following items to the State for processing:
- Completed Application for Coaching Authorization Extension
- Check or money order for $40 made payable to the Board of Educational Examiners