

Renewal of a coaching AUTHORIZATION

Some key things to keep in mind:

-You can always save and come back to the application and log back in with the user name and password you create. Make sure you save before signing out.

-You cannot renew more than one year in advance. To check your expiration date, ([click here](#)).

-There are no additional requirement for renewing an expired license. The only difference between the expired coaching authorization and the current authorization is that a person cannot coach with the expired license. Everything can be completed online. Coaches are not required to repeat the classes.

-The coaching AUTHORIZATION is different than a coaching endorsement which is an area on a teaching license. If you hold (or ever held) a coaching endorsement attached to your teaching license, you can be issued a coaching AUTHORIZATION by following the same steps below.

-Please allow 2-5 weeks to process.

-Read the entire application and MAKE SURE YOU FINISH BY CLICKING THE SUBMIT BUTTON AT THE END!

-Once processed, you will receive an e-mail notification. At that same time, your license information is updated on our ([web site](#))

Step #1- Follow the “Online” link from our website or below: ([link](#)) then click on “Start” or use the “Login” buttons to begin.

Step #2- Start by entering your demographics and email address (user name) and create a password. When done with this page click on “next page” at the bottom right hand corner of the page.

Step #3- Send information to Iowa- Enter your birthdate and gender in the appropriate spaces and click on “**Send Info**” at the bottom of the page.

Step #4- Type of licensure- Check the box for **Coaching Authorization Renewal**

Step #5- Upload your official transcripts/certificates as directed.

Step #6- check “yes” or “no” to the five questions about your background status.

Background information- If you answer “Yes” to any of the first 4 questions, provide an explanation in the text box below that question.

Step #7- Read and then **digitally sign** the statement of fraud.

Step #8- Remit payment. Enter your credit card information which will charge \$89.00 (\$86.00 for the application plus \$3.00 for the credit card use fee). **Click submit payment.**

Step #9-Submission Verification: If you have all documents inputted you can submit your application. If you see an error message, be sure to fix the error or upload the missing documents, or your application will NOT be considered submitted. Incomplete applications that are NOT submitted does not grant you ANY authority to serve as a coach or volunteer coach in the state of Iowa at the 7-12 grade level.

Please email steve.mitchell@iowa.gov if you have question.