

TO: School Athletic Directors
FROM: Patricia Triassi
DATE: November 27, 2017
RE: Monroe 2-Orleans BOCES Coaching Eligibility Program

On January 8, 2018 we will begin the second component of the Coaching Eligibility Program for the 2017-18 school year; *Health Sciences Applied to Coaching*. Included is a **district sponsored Registration Form (that is to be used only by districts that are sponsoring the coach)**, a schedule and an Information Sheet. The district Registration Form contains information regarding the component and the information sheet contains all the pertinent information regarding the program requirements including the procedures to follow upon successful completion of the components. Please duplicate and/or distribute the district Registration Form and information to your staff as needed. Do not give the District Registration Form to non-district sponsored candidates. **Non-district sponsored candidates** must print out and use the on-line **Individual Registration Form** available on our website at: www.monroe2boces.org under Programs.

If you are financially sponsoring a candidate (***and have completed either a Request for Additional Service for BOCES 2 component districts or a Cross Contract for component districts of other BOCES**), please complete the enclosed form and submit the completed information (full name, address, phone number, email, last (4) digits of S.S. number and birth date) to my office either by mail or fax (352-2756) by **Monday, January 8, 2018**. This information **must be authorized and submitted by the Athletic Director**. A Registration Form must be completed for each individual prior to **each** component. Please communicate to the sponsored candidate that your district will take care of the payment for the course.

If you have questions regarding this program, please feel free to leave a message at (585) 352-2606, and I will return your call as soon as possible.

Sincerely,

Patricia Triassi

Monroe 2-Orleans BOCES
Administrative Assistant
for Human Resources/Coaching Certification Program

*** A Request for Additional Service for BOCES 2 component districts or a Cross Contract for component districts of other BOCES is required before registration can be completed.**

Encs.