




Dutchess BOCES

John C Pennoyer
District Superintendent

Matthew Carr
Business Administrator for Human Resources

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TO: Athletic Directors
FROM: Matt Carr 
RE: Coaching Licenses – New Procedures
DATE: June 23, 2009

A meeting has been scheduled for Tuesday, July 14 at 10AM in the Dutchess BOCES Administration building Board Room to review the new online Teach application and payment process for temporary and professional coaching licenses. The meeting will focus on the steps that need to be followed by the applicant, Athletic Director, and the Regional Certification Officer.

This system has been established by the New York State Education Department to make the application and licensing process more efficient. Paper applications and money orders will no longer be processed for non-teacher coaches.

We hope you will be able to attend this important meeting and look forward to meeting with you. Please feel free to include your assistant and/or secretary in this meeting. **Please confirm your attendance by Friday, July 10 to Janet Quade at 486-4800, Ext 217.**

Other items to be discussed are:

- Approved course list for CPR and First Aid
- Updated information sheet – Athletic Directors
- Websites

Please park in the rear parking lot and use the side entrance

Thank you

/jq

cc: John C Pennoyer
s: AD meeting 09

Dutchess County Board of Cooperative Educational Services

Administrative Offices: 845 486 4800

www.dcboces.org

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