



Policy Compendium




**National
Coaching
Certification
Program**

PARTNERS IN COACH EDUCATION

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.



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National Coaching Certification Program (NCCP) Policy Compendium

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1. Purpose of the NCCP Policy Compendium

This Compendium is an operational support document to assist NCCP partners in interpreting the NCCP Policy and Implementation Standards manual. It also identifies and addresses partner organization's discretionary application of legislation, policy and standards that are beyond the scope of the NCCP Policy and Implementation Standards manual. The Compendium is a living document and is a compilation of knowledge about the NCCP. Please provide any feedback or suggestions to your CAC Coaching Consultant to help continue to improve its content.

2. Glossary, Definitions and Acronyms

Please refer to the Glossary sections (Section 5, Section 8, after the Database section) of the NCCP Policy and Implementation Standards manual.

- <http://coach.ca/sites/default/files/2023-02/NCCP-Policy-December-2022-EN.pdf>

3. NCCP Implementation

3.1 CAC Mandate Agreement

- <http://coach.ca/sites/default/files/2023-03/CAC-Mandate-Agreement-2022-2025.pdf>

The Mandate Agreement is endorsed by the Federal-Provincial/Territorial (F-P/T) Ministers responsible for Sport, Physical Activity and Recreation.

3.2 Role of the CAC Coaching Consultant

The role of the CAC is to work with NSOs, Provincial and Territorial Coaching Representatives (P/TCRs) and the Canadian Olympic and Paralympic Sport Institute Network (COPSIN) in an advisory and consultation role to:

- Provide timely and responsive support and direct NCCP partners to appropriate CAC services
- Support and guide NSOs in planning and executing the annual Support to Sport contribution program and NCCP plans
- Manage the financial aspects of Support to Sport funds and all aspects of planning
- Guide and contribute to NSOs in NCCP curriculum development and revisions in the current area of NCCP delivery
- Support NSOs in enhancing NCCP practices, including in blended learning environments (eLearning, online and in-person environments. etc.)
- Support P/TCR in the delivery of NCCP multisport modules and other programs.
- Ensure the Advanced Coaching Diploma (ACD) curriculum is current and supports COPSIN in the delivery of the program.

For the list of sports for CAC Coaching Consultants, please visit the link below (under Education and Partnerships and click on "More Information" under each CAC Coaching Consultant):

- <http://coach.ca/about-cac/our-team>

3.3 Licensing and Legislation

The minimum standards contained in the NCCP do not include license, legislation, and/or code of safety requirements for coaches and CDs in Canada. It is up to the partners in the NCCP to legislate and/or license requirements for coaches and CDs in Canada beyond the NCCP Policy and Implementation Standards manual.

An example is that an organization may require additional steps for the eligibility of coaches or CDs to participate in a sanctioned event or activity (e.g., safe sport training, criminal background check, first aid

training). Organizations may also require certain designations for a coach or CD (e.g., ChPC or registered coach). This is beyond NCCP training and education and will be the sport's responsibility (NSO, P/TSO and/or Multisport Sport Organization (MSO)).

Section 12 of the NCCP Policy Compendium mentions that the Locker is the central location to easily access, manage and maintain coach training and records. The Locker does not track sport-specific legislation and licensing requirements other than those related to PD.

3.4 Minimum Age

Please refer to Section 10 of the NCCP Policy and Implementation Standards manual.

- <http://coach.ca/sites/default/files/2023-02/NCCP-Policy-December-2022-EN.pdf>

The minimum age for a coach to be NCCP Certified is 16 years of age. Persons younger than 16 and older than 14 may enroll and complete NCCP training if the sport (NSO or P/TSO) or P/TCR allows and offers NCCP training (sport-specific or multi-sport) to individuals within this age category. Organizations may set their own standards of volunteer or employed coaching roles in the various functions and positions. So, for example, an organization may decide that a person must be 14 or 16 or older to work in certain roles.

3.4.1 Safe Sport Training and the Minimum Age Policy

If an individual under the age of 14 is required to take safe sport training, a parent/ guardian will need to support the athlete to complete the module. The athlete, parent/guardian and NSO or partner should connect with the CAC Coach and Partner Services department (coach@coach.ca) to support in creating an account, completing the training, and ensuring effective administration and record keeping.

This can involve the parent/guardian creating a Locker account and supporting the athlete in completing the module. For proof of completion, they can save their transcript in PDF by navigating to the Certification tab under "Transcript" within their Locker profile and clicking the printer icon on the top right of the page.

3.5 National Online Delivery Requests

NSOs can request an NCCP multi-sport module to be delivered online nationally through the P/TCR via their CAC Coaching Consultant. National online delivery requests should be considered as a last option, and all avenues for multi-sport delivery should be taken (to respect Section 3.1 of the CAC Mandate Agreement) before making a request.

All organizations in the NCCP must prioritize sustainability in delivery standards and respect the minimum participation standards. NSOs should consult with their CAC Coaching Consultant if they have any questions regarding this topic.

Link to submit a national multi-sport online delivery request:

- <http://forms.office.com/pages/responsepage.aspx?id=nQQrOjkockqZRR8nc7jNkgCKy55xDAVPqubLmhom1G9UOFNaMThUMIdXUloyS1VNVDVXRZESjVQQS4u>

4. NCCP Training and Evaluation

4.1 Competency-Based Approach to Coach Education and Training

The NCCP is a context-specific, competency-based approach to coach education, training and certification. This approach emphasizes the active development of skills and the "ability to do" instead of knowledge transfer. The main goal is to make coaches better prepared to use the knowledge they convey to solve specific problems in their own context. As such, NSOs design training to build the required

outcomes that a coach should be able to perform and design evaluation processes for coaches to demonstrate them. Each NSO determines the entry points, prerequisites, and possible movements within their sport's NCCP contexts and can only confer the certification of coaches; there is no multi-sport certified status.

Recognition of coaching outcomes is a standard component of the NCCP. NCCP Training and evaluation pathways (leading to trained and certified statuses, respectively) are separate; therefore, NCCP training is not required to begin an evaluation process. A principle of evaluation in the NCCP is that it is preceded by either NCCP training or relevant prior education or experience. Each NSO has the latitude to determine its capacity to provide assessment of prior education or experience.

Certification is only provided within a sport-specific environment. However, multi-sport CDs may be able to assist in the evaluation of coaches once training is completed.

4.2 NCCP OCEs

Evaluation in the NCCP is based on a systematic approach to determining whether coaches meet NCCP standards called outcomes. This approach has three critical components: outcomes, criteria and evidence.

Outcomes are the overall tasks coaches must be able to perform. Criteria are the components of an outcome that will be evaluated. The Coach Evaluator (CE) must observe and measure evidence to confirm that the candidate meets the NCCP standard for each criterion and, ultimately, the outcomes.

To see the OCEs in each NCCP context, please visit the coach.ca Partner Protected Resources (NSO Partner Section) webpage.

- <http://coach.ca/partner-resources>

4.2.1 NCCP Evaluation Toolkits

The NCCP Evaluation Toolkits are documents to help a sport in the NCCP develop evaluation and training requirements and processes for coaches that meet the sport's needs and NCCP standards. They provide templates and examples and explain the NCCP structure and principles for evaluating and developing protocols that meet all NCCP standards.

There are two NCCP Evaluation Toolkits;

- a) The NCCP Evaluation Toolkit focuses on the Community, Instruction and Competition (Introduction and core Development) streams.
- b) The CDAG and Competition High Performance (Comp-HP) NCCP Evaluation Toolkits focus on the CDAG and Comp-HP contexts.

For more information or to view a copy of the two versions of the NCCP Evaluation Toolkit, please visit the coach.ca Partner Protected Resources (NSO Partner Section) webpage.

- <http://coach.ca/partner-resources>

****Note: The NCCP Policy and Implementation Standards manual indicates an option of a certified status for the Community stream. The application of a Certified status at the Community context, with a largely volunteer, short lifecycle base of coaches may not be appropriate. NSOs developing this context are strongly encouraged to critically evaluate the appropriateness of evaluation in the Community context.*

4.3 NCCP Instruction Design Handbook

The NCCP Instruction Design Handbook is a resource for NSOs to develop content and learning activities to facilitate a competency-based approach. The NCCP Instruction Design Handbook consists of the following:

- Introducing the current NCCP
- What is ability-based learning
- Curriculum design principles and steps
- Module design principles and steps
- Learning experience design principles and steps
- Designing media and materials
- Publishing materials and resources
- Assessing the effectiveness of the design

To view a copy of the NCCP Instruction Design Handbook, please visit the coach.ca Partner Protected Resources (NSO Partner Section) webpage.

- <http://coach.ca/partner-resources>

5. NCCP Pathway

5.1 NCCP Coaching Streams

There are three coaching streams in the NCCP: NCCP Community Sport, NCCP Competition, and NCCP Instruction. Within each stream, there are three contexts: Initiation/Ongoing; Introduction/Development/HP; Beginners/Intermediate/Advanced. Each stream provides a rewarding sport experience for the coach and participant(s) by ensuring the ideal alignment of each other's skills, motivations and objectives. For more information, please go to the links below.

- <http://coach.ca/nccp-streams-and-contexts>

5.2 Sport-Specific vs Multi-Sport modules

NCCP sport-specific training consists of integrated learning outcomes and competencies that have been customized and tailored specifically to the sport. The training is both sport and context-specific. The CAC works with its NSO to develop its coach programming and ensure it meets NCCP standards. For information on sport-specific modules, please visit the NSO website of the sport.

Multi-sport modules consist of generic coach educational components that meet NCCP minimum standards and provide training toward certain outcomes and criteria. NSOs can determine whether to integrate some or all the multi-sport modules within their sport-specific delivery (NCCP integrated context). They can also choose to have their coaches take some or all the multi-sport modules from a multi-sport environment. P/TCRs are responsible for delivering the NCCP multi-sport modules within their respective jurisdictions. Please go to the links below for an overview of all multi-sport modules.

- http://coach.ca/sites/default/files/2022-04/NCCP%20MULTISPORT_ENGLISH-MARCH2022-FINAL.pdf

5.3. NCCP Policy on Gradations

Please refer to Section 6 of the NCCP Policy and Implementation Standards manual for the policy on NCCP gradations, which contains considerable detail on the implementation of the policy.

- <http://coach.ca/sites/default/files/2023-02/NCCP-Policy-December-2022-EN.pdf>

NCCP gradations allow sports to determine the optimal use of an NCCP context to service their coaching community. Gradations recognize coach competency beyond the minimum standards based on demonstrated expertise within a context.

Several sports have developed NCCP gradations to afford coaching expertise within the context and as a solution to coaches seeking training and evaluation in a context that may not align with the participant level. The CAC recognizes that the capacity of NSOs to both develop and sustain (curriculum and

delivery) these programs above their core context may be limited and should be carefully considered in determining if gradations should be utilized in their coach development structure.

NSOs should work closely with their CAC Coaching Consultants in determining the need for gradation programs. As Section 5.3.1 of the NCCP Policy Compendium outlines, the CAC has done considerable work to support NSOs in developing and delivering CDAG.

5.3.1 CDAG

An outcome of the Sport Canada *Canadian High Performance Sport Strategy* is that coaches are entering and completing their CDAG certification. In partnership with the COPSIN, the CAC has developed a standard pathway and program for CDAG to support and facilitate NSOs in developing and delivering the program, with the ACD as the underpinning program for the context.

NSOs can access the NCCP CDAG Operations Manual in the coach.ca Partner Protected Area (NSO section) webpage for more information.

- <http://coach.ca/partner-resources>

6. NCCP Approval

NCCP programs must be feasible and flexible to ensure all sports and P/TSOs can implement the program regardless of size and population.

For multidiscipline sports, once one discipline is approved in an NCCP context, the other disciplines do not need to go through Context Approval again, provided the learning design has not changed.

6.1 NCCP Context Approval

Please refer to Section 1 of the NCCP Policy and Implementation Standards manual for the procedures of the NCCP Context Approval.

- <http://coach.ca/sites/default/files/2023-02/NCCP-Policy-December-2022-EN.pdf>

Context approval is based on a standardized process and granted by an objective review committee drawn from the NSO community, the CAC and relevant external expertise. There are two stages to the NCCP Context Approval Process; Conditional Approval and Final Approval. It is the role of the CAC Consultant to guide your organization through Condition and Final Approval. Final Approval must be achieved in both official languages within six months of achieving Conditional Approval.

6.2 NCCP Revision Approval

Please refer to the NSO Revisions and Approval Process document for information regarding revisions of NCCP contexts. Please visit the coach.ca Partner Protected Resources (NSO Partner Section) webpage for a copy of this document.

- <http://coach.ca/partner-resources>

The following list includes items that an NSO will need to seek Revision Approval.

- Revising NSO sport-specific content
- De-integrating NCCP multi-sport modules to achieve training of outcomes, criteria and evidence
- Integrating NCCP multi-sport modules to achieve training of outcomes, criteria and evidence
- Changes to the coaching pathway
- Moving to a blended learning coach pathway
- Moving workshops or programs between contexts

*****Regardless of whether a program requires Revision Approval, the NSO should forward all revised materials to their sport CAC Coaching Consultant.**

6.3 NCCP Program Support Materials

The CAC has the following templates for NSOs when developing or revising their NCCP sport-specific content and programs. These are:

- NCCP Evaluation Toolkit and the NCCP CDAG and Comp-HP Evaluation Toolkit: At-A-Glance tables and OCE requirements
- NCCP Operations Manual
- Learning Facilitator (LF) Guides for all NCCP contexts
 - NCCP Virtual Delivery Standards
 - LF Online Content-Specific Training
- LF, CE and Master Coach Developer (MCD) Content-Specific Training templates
- Context development templates:
 - NCCP Community Sport template
 - NCCP Analyze Performance template
- Evaluation Tools for NCCP Competition and Instruction contexts
 - Evaluation Portfolios and Evaluation Matrices
- Multisport modules
- Ability to add NCCP eLearning modules to their pathways, such as NCCP Emergency Action Plan, NCCP Coach Initiation in Sport and NCCP Coaching Athletes with a Disability.

7. CDs

Coach Developer is the generic term for all roles of a coach developer; MCD, Learning Facilitator (LF), Coach Evaluator (CE).

7.1 CD Pathways

The pathways for CD can be found in the CD section on coach.ca.

- <http://coach.ca/become-nccp-coach-developer>



All CDs should complete the training and certification pathway as a measure of system quality assurance. All CDs are required to successfully complete the NCCP MED Online Evaluation.

7.2 Qualified to Deliver

The Qualified to Deliver list on a CD transcript in the Locker indicates the module(s) a CD can deliver independently. This means the CD has achieved a trained or certified status.

A trained CD status requires the following:

- MED Online Evaluation
- Core Training, of the CD outcomes specific to the role (LF, CE or LF/CE/MCD)
- Content-Specific Training (refer to Section 7.3 of the NCCP Policy Compendium)
- A Co-Delivery, of the CD outcomes specific to the role (LF, CE or MCD) (Section 7.4 of the NCCP Policy Compendium)

A certified CD status requires the following:

- An Evaluation, of the CD outcomes specific to the role (LF, CE, MCD) (Section 7.5 of the NCCP Policy Compendium)

Once a CD has achieved a trained or certified status in a role, only Content-Specific Training needs to be completed to have additional modules added to their Qualified to Deliver list.

7.3 CD Content-Specific Training

CD Content-Specific Training refers to the module(s) content a CD is being trained to deliver as an LF, CE, or MCD. For example:

- NCCP Plan a Practice has a Content-Specific Training component for the CD to become trained as an LF, be comfortable, and deliver the NCCP Plan a Practice content to coaches.
- A sport-specific Evaluation has Content-Specific Training for the CD to become trained as a CE to become comfortable with the sport-specific evaluation tools and process.

Content-Specific Training for CDs must contain micro facilitations (LFs) or micro-evaluations (CEs) to allow CDs to practice delivering or evaluating in a safe environment.

Content-Specific Training for MCDs does not duplicate the Content-Specific Training delivered by an LF or CE. Content-Specific Training for MCDs consists of designing the delivery of the module to LFs or CEs, including but not limited to:

- Setting up micro-deliveries
- Key messages
- Identifying challenging sections

Content-Specific Training templates for all 3 CD roles are available to NCCP partners to support their own sport-specific Content-Specific Training design. They can be found on coach.ca Partner Protected Resources (General Partner Section) webpage.

- <http://coach.ca/partner-resources>

7.4 CD Co-Delivery

As per the NCCP Policy and Implementation Standards manual, co-delivery is required once per role (LF, CE, MCD). The importance and effectiveness of co-delivery is grounded in research and is an important step in the pathway of the CD. When a CD is engaged in the co-delivery step, they should be given ample feedback and an action plan as they progress toward certification.

7.4.1 Guidelines for CD Co-Delivery

NCCP partners (NSO, P/TSO, P/TCR) may require additional co-deliveries due to safety, technical components, different sport or discipline and etc. These additional co-deliveries can be tracked in the Locker through the regular process of identifying roles when entering events. However, the organization is responsible for tracking those that may be required for additional co-deliveries, separately.

The amount of observation time recommended or required for a co-delivery is sport and context-specific and should be long enough for CDs to demonstrate the outcomes and competencies. Factors or considerations for this include, but are not limited to:

- Experience and professionalism of the CD
- Nature of the sport or what is being delivered to coaches
- Risk factors or safety factors associated with the sport

7.5 CD Evaluation

CD evaluations must be conducted by qualified to deliver (trained or certified) MCDs. Trained or certified multi-sport MCDs can evaluate sport-specific CDs to increase system capacity. The CD evaluation focuses on competency in delivery and process, ensuring the CD achieves the CD outcomes.

The CD evaluation process and relevant documentation can be found in the CE section on coach.ca.

- <http://coach.ca/nccp-coach-evaluator>

The amount of observation time required for an evaluation is sport and context-specific. As a fundamental guideline, the time should be long enough for CDs to demonstrate the outcomes and competencies.

Factors or considerations for this include, but are not limited to:

- Experience and maturity of the CD
- Nature of the sport or what is being delivered to coaches (e.g., technical, classroom or virtual versus on the field of play or sport environment, etc.)
- Risk factors or safety factors associated with the sport

7.6 CD Section within Sport-Specific and Multi-Sport Operations Manuals

All NSOs and P/TCRs can access the NCCP Operations Manual template (sport-specific or multi-sport). This manual includes a section on CDs. This is where any additional CD requirements are to be listed (e.g., safety licenses, additional required training). A P/TCR can request the NCCP Operations Manual template multi-sport version through the CAC Coaching Consultant of P/TCRs. The sport-specific version can be found on the coach.ca Partner Protected Resources (General Partner Section) webpage.

- <http://coach.ca/partner-resources>

7.7 MCDs

MCDs play a role in developing and supporting LFs, CEs, and/or other MCDs. Their primary roles are to train, mentor (including supporting co-deliveries), evaluate CDs and act as an ambassador of the NCCP.

MCDs are required to complete the Core Training modules for LFs, CEs, and MCDs. This ensures that MCDs are familiar and comfortable with all 3 CD roles in the NCCP. It is strongly encouraged that: 1. MCDs take core training for LFs and core training for CEs before taking the core training for MCDs module; and, where possible; and 2. MCDs are already certified LFs and/or CEs. However, this is not a requirement and may not be feasible for NSOs developing new programs or contexts.

It is encouraged that MCDs complete the NCCP Mentorship module as part of their lifelong learning and PD to strengthen their competency within their CD development.

7.8 OCE of CDs

The relevant OCEs can be found in the CD Evaluation Tools (in fillable PDF).

- LF Evaluation Tool
 - http://coach.ca/sites/default/files/2020-02/LF_Eval_Tool_EN_2_3_fillable_form.pdf
- Coach's Assessment of the CE
 - http://coach.ca/sites/default/files/2020-02/Coachs_Assessment_of_the_Coach_Evaluator.pdf
- Self Assessment by the CE
 - http://coach.ca/sites/default/files/2020-02/Self_assessment_by_the_CE.pdf
- CE Evaluation Tool
 - http://coach.ca/sites/default/files/2020-02/Coach_Evaluator_Evaluation_Tool_fillable_form_EN_0.3.pdf
- MCD Evaluation Tool

- http://coach.ca/sites/default/files/2020-02/MCD_Eval_Tool_form_EN_2_0.pdf

All other supporting documents for CD evaluation can be found in the CD section on the CAC website.

- <http://coach.ca/become-nccp-coach-developer>

8. Transfer of Qualifications

Please refer to section 9 of the NCCP Policy and Implementation Standards manual.

- <http://coach.ca/sites/default/files/2023-02/NCCP-Policy-December-2022-EN.pdf>

Transfer of Qualifications refers to transferring former NCCP Levels qualifications (phased out completely in 2014) to the current competency-based NCCP within the appropriate contexts. Transfer of Qualifications is sport-specific, and each NSO was/is responsible for creating its Transfer of Qualifications plan following the recognition guidelines in Section 9 of the NCCP Policy and Implementation Standards manual. It is the role and responsibility of the NSO to maintain and archive these legacy documents; including their Transfer of Qualifications plan.

****Please note, not all sports within the NCCP have completed their Transfer of Qualifications, nor were they required.*

8.1 MED Online Evaluation and "Certified Non-Renewed: MED Online Evaluation" Status

All coaches whose Levels-NCCP qualifications are transferred to the current competency-based NCCP must complete MED Online Evaluation within 5 years of the transfer taking effect. If a coach does not complete the MED Online Evaluation within 5 years of the transfer taking effect, a "Certified Non-Renewed: MED Online Evaluation" tag will apply to their coaching status, which means that the coach's Certified status is no longer active. To remove the "Certified Not-Renewed: MED Online Evaluation" status, the coach must complete the MED Online Evaluation to return to an active Certified status. There is no time limit to return to this status.

9. Maintenance and Renewal of Certification and PD

Please refer to Section 4 and Section 5 of the NCCP Policy and Implementation Standards manual.

- <http://coach.ca/sites/default/files/2023-02/NCCP-Policy-December-2022-EN.pdf>

Maintenance and Renewal of Certification and PD supports certified coaches and CDs to stay current with coaching practices and knowledge, maintain the integrity of the NCCP and reinforce the values of lifelong learning and continuous improvement. Certification within the NCCP shall be valid for 5 years, and certification renewal is based on active coaching and PD (except for those contexts noted in Section 9.3 of the NCCP Policy Compendium).

Implementing Maintenance and Renewal of Certification and PD is a collective responsibility between NSOs, P/TSOs and P/TCRs (within their respective jurisdiction), following Section 3.1 of the CAC Mandate Agreement. The CAC Locker tracks cycles and the various statuses as per the Policy on Renewal of Certification.

9.1 MoC Cycle

MoC refers to coaches and CDs maintaining their certification through PD and training opportunities over a predetermined period. An MoC cycle is the number of required PD points the coach or CD needs to complete over a certain time frame (Section 9.3 of the NCCP Policy Compendium).

A coach or CD MoC cycle starts on January 1 of the year following the date of certification. Coaches or CDs can start accumulating PD points towards their renewal of certification immediately following their certification date. The same applies to coaches who achieved certification through the transfer of qualifications (Section 8 of the NCCP Policy Compendium).

For example: A coach or CD became certified on August 17, 2023. Their MoC cycle does not start until January 1, 2024. They can start collecting PD points on August 18, 2023. Their 5 year MoC cycle is from January 1, 2024 to December 31, 2028, within which they must accumulate the required PD points.

When a coach or CD accumulates the PD points required to renew their certification, their certification and MoC cycle are renewed and reset on January 1st of the end of the MoC cycle; regardless of when they have accumulated their required PD points. Once the required PD points are accumulated, coaches or CDs cannot attain further PD points towards their next MoC cycle.

For example: For the coach or CD whose MoC cycle starts on January 1, 2024; their MoC cycle ends on December 31, 2028. If a coach or CD accumulates all their PD points on September 17, 2027, their new MoC cycle still will not renew and reset until January 1, 2029, and they cannot accumulate PD points towards their next MoC cycle.



9.2. Trained and Certified Coaches or CDs maintaining PD

All coaches or CDs are encouraged to take PD to enhance their learning. Recognized PD will be tracked in the Locker. Certified coaches or CDs are the primary target group who require PD to renew their certified status; a few legacy exceptions listed below require coaches to maintain a trained status.

9.2.1 Trained Coaches that receive PD points to renew their NCCP Trained status

- Football Csp-Init
- Ringette Csp Init, Comp-Int, Comp-Dev
- Water Ski and Wakeboard Inst-Beg, Comp-Int
- Rugby Csp-Ong
- Swimming Inst-Beg, Comp-Int, Comp-Dev

9.3 Sports that do not follow the standard PD credits for MoC Cycle

A coach must complete a standard number of PD points within 5 years to renew their NCCP Certification; please refer to Section 5.2.6 of the NCCP Policy and Implementation Standards.

	Standard PD credits required if the Renewal of NCCP Certification cycle is:
Context (includes any gradation)	5 years
Instruction-Beginners	10 points
Competition – Introduction Instruction – Intermediate Performers Instruction – Advanced Performers	20 points
Competition – Development Competition – High Performance	30 points
Coach Developer for ALL contexts and streams	20 points

Based on the former Policy on Renewal of Certification and PD, certain sports have requirements that do not reflect the standard. These are exceptions that have been recognized as legacy sports.

These legacy sports are:

- Basketball (Comp-Int Certified: 4 Years 16 PD Points, Comp-Dev Certified: 4 Years 24 PD Points)
- Canoe Kayak (Inst-Beg Certified: 3 Years 12 PD Points, Inst-Imd Certified: 3 Years 12 PD Points, Inst-Adv Certified: 3 Years 12 PD Points)

- Figure Skating (Comp-Int Certified: 3 Years 12 PD Points, Comp-Dev Certified: 3 Years 18 PD Points, Inst-Beg Certified: 3 Years 6 PD Points, Inst-Imd Certified: 3 Years 12 PD Points)
- Pickleball (Csp-Ong Certified: 3 Years 6 PD Points)
- Ringette (Csp-Init Trained: 5 Years 10 PD Points, Comp-Int Trained: 5 Years 20 PD Points, Comp-Dev Trained: 5 Years 30 PD Points)
- Rugby (Csp-Ong Trained: 5 Years 10 PD Points)
- Soccer (Comp-Int Certified: 3 Years 20 PD Points, Comp-Dev Certified: 3 Years 30 PD Points, Comp-HP Certified: 3 Years 30 PD Points, Inst-Beg Certified: 3 Years 15 PD Points, Inst-Imd Certified: 3 Years 20 PD Points)
- Swimming (Inst-Beg Trained: 5 Years 10 PD Points, Comp-Int Trained: 5 Years 20 PD Points, Comp-Dev Trained: 5 Years 30 PD Points, Csp-Init Trained and Certified: 5 Years 10 PD Points)
- Tennis (Comp-Int Certified: 3 Years 24 PD Points, Comp-Dev Certified: 2 Years 12 PD Points, Inst-Beg Certified: 4 Years 23 PD Points)
- Water Ski and Wakeboard (Inst-Beg Trained: 5 Years 10 PD Points, Comp-Int Trained: 5 Years 20 PD Points)

Please refer to the Renewal of Certification PD Requirements by Sport document for each sport's Renewal of Certification requirements.

- <http://coach.ca/sites/default/files/2023-02/Maintenance-of-Certification-Requirements-EN.pdf>

9.4 Different Types of PD Activity Categories

For more information, please refer to Section 5.2.7 of the NCCP Policy and Implementation Standards manual.

- <http://coach.ca/sites/default/files/2023-02/NCCP-Policy-December-2022-EN.pdf>

A coach can receive PD points to renew their NCCP Certification in various ways. These activities can be active coaching or active coach developer activity, self-directed activity, NCCP activity or non-NCCP activity.

The coach can record active coaching and self-direct activity through the Locker (thelocker.coach.ca OR lecasier.coach.ca) under the certification tab under self-report. For additional information or to receive a copy of the Coach Self Directed Activity document, please contact the CAC Coaching Consultant of Lifelong Learning.

9.5 Professional Development (beyond the recognized NCCP)

Any activity, formal, informal or self-directed, that is recognized as PD by an NSO and P/TSO or P/TCR. Each NSO or P/TCR can determine what opportunities fall under this category, following the PD points assignment in Section 5.2.7 of the NCCP Policy and Implementation Standards. Examples of opportunities that NSO or P/TCR can deem non-NCCP PD are:

- Coach coaching at a national championship or major games
- P/TCR conference
- Coach attending an IST conference
- NSO conference
- Online webinars led or organized by P/TCRs, P/TSOs or NSOs

It is the responsibility of the NCCP partner to manage this process, including the assessment, promotion and approval of the activity.

9.6 "Certified Not-Renewed" Status

Coaches that do not achieve the necessary PD points to renew their NCCP Certification within 5 years will have the tag "Certified Not-Renewed" apply to their status. This means the coach's Certified status is

no longer active. To remove the tag "Certified Not-Renewed," the coach must complete the necessary PD points required to renew their NCCP Certification. Once achieved, the coach will have the tag "Certified Not-Renewed" removed and the Certified status returns, at which point their MoC cycle will reset on January 1 of the following calendar year.

9.7 Revoking NCCP status

A training and education transcript such as the Locker is never to be deleted unless at the coach's request. There are times when a coach may be banned from coaching. CAC, nor any NCCP partner, can remove the coach's education and training status from the Locker.

It is the NSO role to communicate that the coach is banned in the appropriate manner. Just like a medical doctor who loses their right to practice does not lose their university degree, the CAC cannot alter someone's transcript.

9.8 NCCP External Partner Organizations

"External partners to the NCCP refers to any organization (private or public) not listed in the CAC Mandate Agreement as an NCCP partner that can identify any of their training and education as Non-NCCP PD with CAC approval. The CAC has an established process of soliciting and approving organizations to be non-NCCP external partners.

- <http://coach.ca/external-partnerships-program>

The CAC will not establish partnerships with an external partner if the organization's subject expertise is duplicated in NCCP sport-specific or multi-sport training and education or if there is an existing relationship of the same subject expertise with one or more NCCP partner organizations.

10. NCCP Brand

10.1 NCCP Brand Guidelines

The CAC has established guidelines for implementing the NCCP Brand, called "NCCP Brand Guidelines." This document explains who has the authority to use and grant the use of the NCCP logo and how our stakeholders can use the NCCP Brand.

- <http://coach.ca/sites/default/files/2022-08/NCCP%20Brand%20Guidelines%20%282022%29.pdf>

10.2 CAC PhotoShelter

All images, logos and graphics of the CAC and NCCP are hosted on CAC PhotoShelter's website, accessed through the General Partner Resources of the Partner Protected Area. To access the CAC PhotoShelter's website, please contact your CAC Coaching Consultant; they can provide the link and password.

10.3 CAC Sponsorship Policy

The CAC Sponsorship Policy established the framework and guidelines to support the oversight process for creating mutually beneficial partnerships between CAC (and the NCCP) and a third party.

The Acceptance Criteria are:

- The sponsorship benefits both the CAC and NCCP and the third party
- The sponsorship upholds the CAC's Code of Conduct, Code of Ethics, mission and mandate
- The value is consistent with the proposed recognition of the third party
- The CAC retains ownership and control over any sponsored program, initiative, event or asset

For more information, please get in touch with the CAC Director of Marketing and Communications.

11. Quality Control and Impact Assessment

Quality Control and Impact Assessment is the responsibility of all partners in the NCCP. As such, each partner is encouraged to evaluate and assess their programs. Partners are encouraged to share their results in the spirit of continuous improvement of all partners. CAC Coaching Consultant can support this process of exchange.

11.1 NCCP Peer-Review Process

Every NCCP program is reviewed and/or approved through a peer review process consisting of NCCP partners and subject matter experts. Please see below the members involved in the peer review process for each review and/or approval.

- Multi-Sport:
 - Taskforce of Subject Matter Experts and Director of Education Partnerships
- Context Approval:
 - Community Sport: Chair (Coaching Consultant), NSO representative, Academic or MCD, P/TCR representative
 - Competition: Chair (Coaching Consultant), NSO representative, Academic or MCD
 - Instruction: Chair (Coaching Consultant), NSO representative, Academic or MCD
- Revision Approval:
 - 2 Coaching Consultants and Director of Education Partnerships

For more information, please contact your CAC Coaching Consultant.

11.2 NCCP Materials Revisions Cycle

NCCP program content is constantly being monitored for potential enhancements to ensure it is current.

11.3 Project Pulse

Project Pulse is one of CAC's organizational research programs to describe coaches' reactions and perceptions of their learning and behaviour change through NCCP multisport training and CAC eLearning. It provides baseline and continuous insight for quality monitoring and future measurement, improvement and growth of coaching programs.

For more information, please contact the CAC Coaching Consultant of Research.

11.4 Research Insights

An online space where CAC's granted research projects are located. The CAC works with Canadian researchers and various partners to value, leverage and contribute to the expansion of Sport and Coaching Research. Over the years, the CAC has partnered with various stakeholders to conduct and support research projects.

- <http://coach.ca/research-insights>

12. The Locker

The Locker is the central location to easily access, manage and maintain your coach training and records. It is able to track and time stamp all coach training and activities. That is why each user has a unique identification number (NCCP number).

The Locker maintains the records of a growing community of over 2 million coaches in Canada of coach training offered through the NCCP and its partners.

- <http://thelocker.coach.ca/>

12.1 Terms and Conditions of the Locker

For the Terms and Conditions of the Locker, which all users of the Locker have agreed upon, please see the links below.

- <http://coach.ca/terms-and-conditions>

12.2 Appropriate Use of the Locker

The Locker is where an affiliated sport organization will confirm completed training and coaching certifications. Each partner organization will have an identified account administrator who is responsible for maintaining the integrity of the Locker. The user account and password cannot be shared. Each account administrator's actions are traceable in the Locker. Account administrators are encouraged to reach out to their CAC Coaching Consultant or CAC Coach and Partner Services department (coach@coach.ca) to vet any proposed actions considered in the Locker.

CAC Coach and Partner Services department provide free online training for account administrators who are new to the NCCP or who require revalidation of effective use of the Locker. Please reach out to coach@coach.ca for training opportunities.

A Locker account may only be deleted if requested directly by the owner of the account. As this is a training and education transcript, the records are maintained in perpetuity. If a coach or sport leader is sanctioned under the UCCMS or other code of conduct, the records are not deleted. It is up to the partner organization to use the appropriate registry to identify the banned coach.

If a coach is sanctioned and has ChPC or Registered Coach status, then the partner organization should notify the CAC Sport Safety department (sportssafety@coach.ca) (confirm email alias), and once the information is verified, the coach status will be changed to "in suspense." However, as stated above, the education and training transcript remains unchanged.

12.3 Locker Products

Do not hesitate to contact the CAC Coaching Consultant of eLearning and Locker Products for more information.

Three Locker Products are available to NCCP Partners and their respectable partners (if applicable). These three products are:

1. Locker Logistics (available to NSOs, P/TSOs, P/TCRs): allow organizations to plan and manage events such as NCCP workshops or conferences and seamlessly integrate information into the Locker. It handles all final transactions through online payments to make financial administration easy.
2. Learning Management System (available to NSOs, P/TSOs, P/TCRs): a hosting system where organizations can deliver and host their eLearning courses in a secure system. All eLearning module information is integrated, tracked and immediately available in the Locker on the coach's profile and certification transcript.
3. Connector (available to NSO, only 1 per sport): a software bridge that allows two systems to talk to each other. It provides an NSO and their data system connectivity for automatic coach data entry into the Locker and support for multi-sport module querying from the Locker.

13. International Programs

NSOs own their sport-specific content, while CAC owns the copyright of all multi-sport materials. Both partners are entrusted with developing their international programs strategy. CAC has a long history of working around the world to develop coaches and coaching systems and would like to support and collaborate with NSOs. Please work directly with the CAC Director of International Programs to collaborate in international program sales.

NSOs who have integrated multi-sport curriculum in their sport-specific contexts are not authorized to sell internationally without an agreement with CAC, which reflects fairly the proportion of integrated materials.

Canadians living abroad are eligible to access sport-specific training in virtual delivery. Individuals residing in Canada are eligible to participate in the NCCP, regardless of Canadian status. Individuals who do not reside in Canada cannot attend an NCCP sport-specific workshop without an exemption granted by CAC and the respective NSO.