



Professional Development Requirements for EC NCCP Certified Instructors & Coaches

2023





Once a coach or instructor achieves certification, they must complete Professional Development requirements to keep their NCCP certification valid and renewed.

The 5 year cycle begins the calendar year after certification and is calculated in the NCCP Locker.

After the 5 year cycle, the total of points will be put back to zero and the coach will begin to collect the points again for the next cycle.





- Professional development is a strategy used to ensure that Instructors & Coaches continue to grow and strengthen their teaching skills throughout their career.
- EC & NCCP Certified Instructors & Coaches are required to complete Professional Development (PD) Activities in order to maintain their certification.
- PD activities are tracked in 5-year maintenance cycles beginning the calendar year following the year you were certified.
- Each type of PD activity has an associated number of points.





Each coach context has a different number of PD points required per maintenance cycle:

INSTRUCTORS must accumulate 10 points

COMPETITION COACH & COMPETITION COACH SPECIALISTS must accumulate 20 points

HIGH PERFORMANCE 1 must accumulate 30 points





### **HOW DO I GET PD POINTS?**

Accumulating PD points is not too onerous or difficult!

Some points are reported through Horse Council BC & Equestrian Canada, any time you complete an EC/NCCP course or workshop, and some points are self-reported by you!

There are many things that you are probably doing already to improve your coaching skills that count as PD points!





#### WHAT PD ACTIVITIES COUNT?

- Renewing your Standard First Aid certification (2 pts every 3 years)
- NCCP multi-sport courses & EC Equestrian Specific courses (up to 5 pts/module or evaluation)
- OE organized/hosted clinics developing human or equine athletes (1 pt/hour up to 3 pts/activity)
- Participating in an EC or HCBC organized symposium or convention (1 pt/hour up to 3 pts/activity)
- Completing courses in the Equine Guelph Horse Portal (1 pt/hour up to 3 pts/activity)
- Recording yourself as an Active Coach in The Locker (1 pt/year)
- Riding lessons or being coached in other sports (1 pt/hr up to 3 pts/cycle)
- Mentoring or volunteering in a new learning environment such as Para-Equestrian, 4H, Pony Club, Therapeutic Riding, etc. (1 pt/hr up to 3 pts/cycle)





## Suggestions to meet the minimum requirements

Report 3 points of self reported PD per 5 year cycle. 3 points

Active Coaching for each year 5 points

Attend one NCCp eLearning Module 5 points

Attend HCBC Webinars 2 to 8 points or more

Renewing Standard First Aid certificate is worth 2 points, 4 points

Total of 20 plus points!!



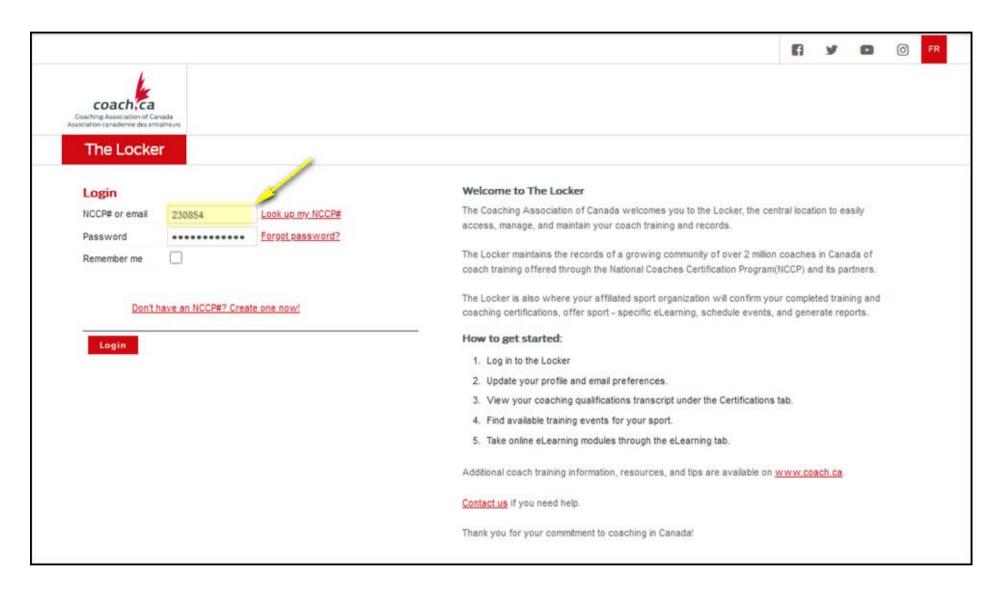


## How many points do I have?

The most up-to-date PD point information is in The Locker: https://thelocker.coach.ca/

Use your NCCP number to login

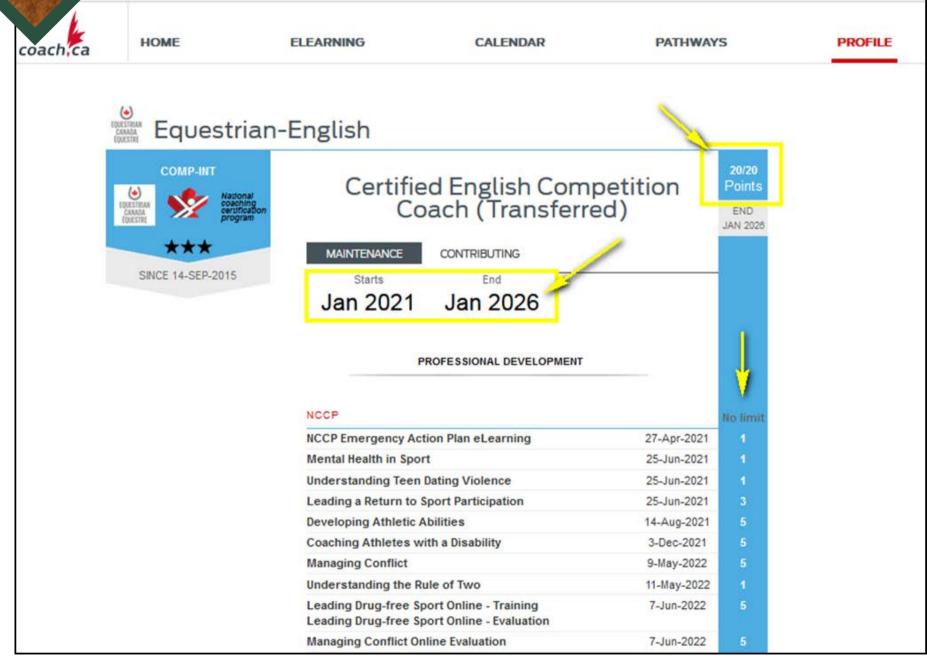
Use the links if you need assistance or forget your password







## PD points and Certification Maintenance



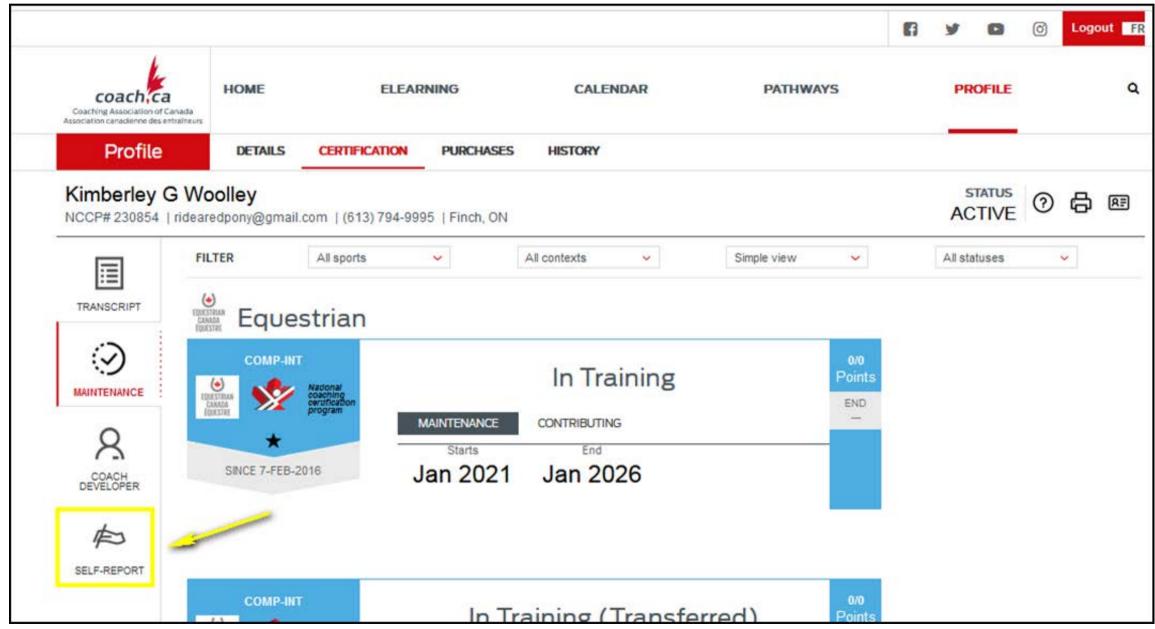
Select "Certification" from the top, then "Maintenance" from the left side

Scroll down to find your current number of PD points, the period start and end dates, and the list of activities that have been counted.





## Self Reporting in the Locker

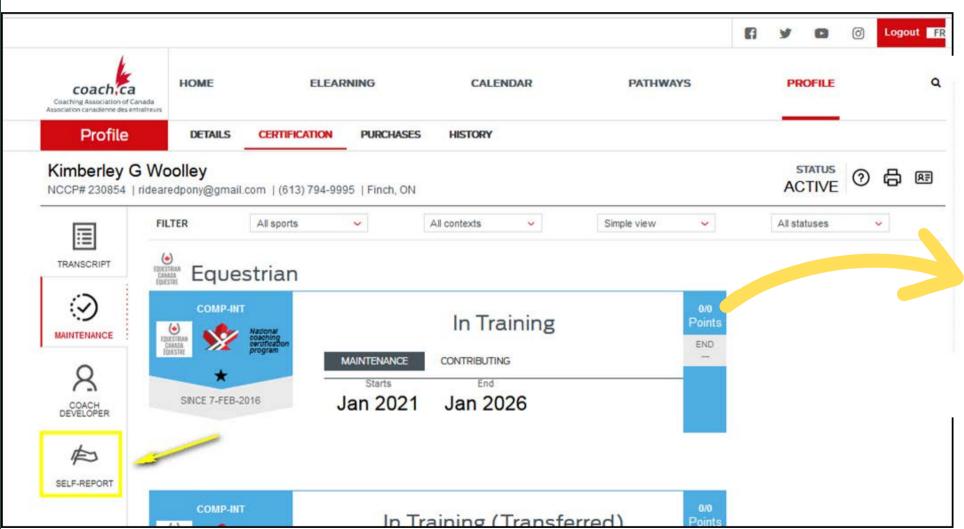


Select "Self Report"
from the left hand
side of the
certification page





## **Coach Self Report**



Select "Record professional development" hyperlink A Coach self-report details window will open

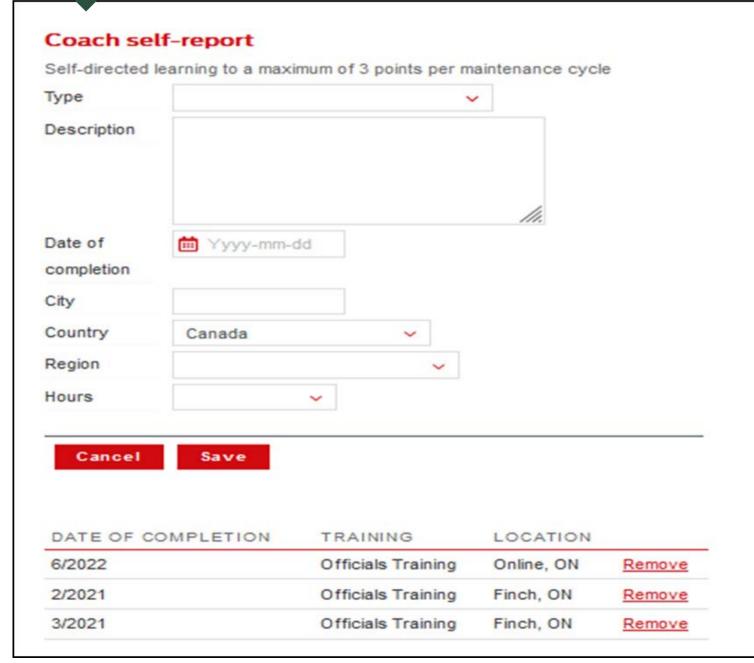






## **Coach Self Report**

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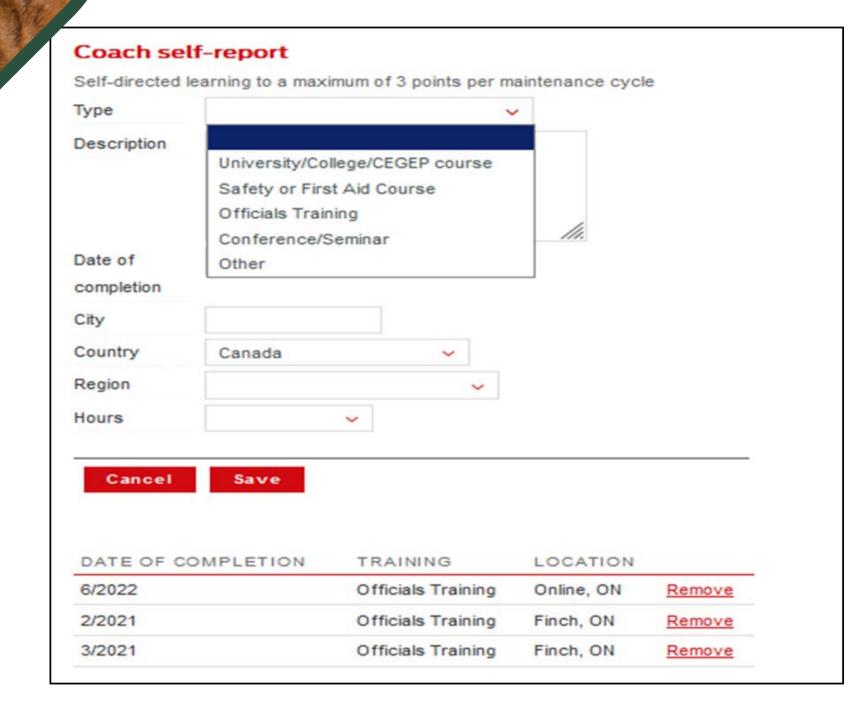
Self-directed learning to a maximum of 3 points per maintenance cycle						
Record professional de	evelopment					
DATE OF COMPLETION	TRAINING	LOCATION				
6/2022	Officials Training	Online, ON	Remove			
2/2021	Officials Training	Finch, ON	Remove			
3/2021	Officials Training	Finch, ON	Remove			

Important to Remember....

You can self report events you attended however, only 3 points will be recognized and added to your required total. They will show up in the Self Reported window but anything entered in the self report area over 3 points will not count.



## **Coach Self-Report Details**



- Select the type of activity
- Describe the activity
- Complete the other details
- Click <<Save>>
- Maximum of 3 points per maintenance cycle





## **Active Coaching Self Report**

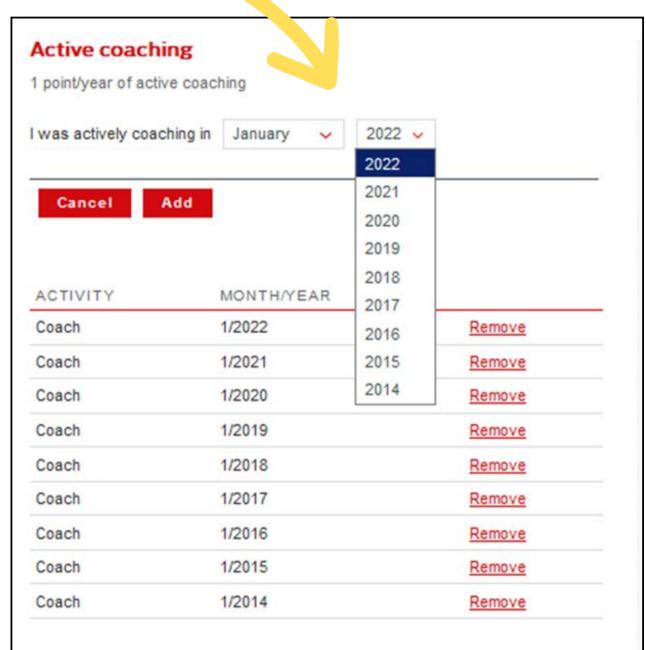
- Select the month& the year
- Click <<Add>>
- Maximum of 1
   point per calendar
   year

#### **Active coaching**

1 point/year of active coaching

#### Record active status

ACTIVITY	MONTH/YEAR	
Coach	1/2022	Remove
Coach	1/2021	Remove
Coach	1/2020	Remove
Coach	1/2019	Remove
Coach	1/2018	Remove
Coach	1/2017	Remove
Coach	1/2016	Remove
Coach	1/2015	Remove
Coach	1/2014	Remove







When you register for an HCBC, EC, or NCCP workshop or course, make sure to include your EC and NCCP numbers.

EC & NCCP courses will be "automatically" added to your "Certification -> Maintenance" in The Locker.

All other courses, workshops, clinics, etc. must be reported through OE using the standard reporting form.

It is a good idea to check The Locker once a year to make sure all your activities have been recorded.





## Standard PD Activity Form

HORSE COUNCIL Eques	strian Canada Certified Coaches and Ins CCP Professional Development Report (For Instructors and Competition Coaches)	Form EQUESTRIAN CANADA ÉQUESTRE
Name:	NCCP #	
Email:	HCBC #	
Name of Event:	PD Catego	ory:
Date(s) of PD Event:	Venue:	
Venue Address:	City:	Province:
Organizer/Host:		
	nd Material Covered: **Please attach event adv	
Clinician Accreditation:	ting:	
Clinician Accreditation:		viasport
Clinician Accreditation:  Number of hours spent participat Points are assessed at 1 point per	ting:	VIASPORT
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Clinician Accreditation:  Number of hours spent participat Points are assessed at 1 point per I hereby certify that the above na participation at the clinic/semina Signature of Clinician/coach/orga Please  Att  PD Categories —  1 — Human Athlete Development  2 — Equine Development  3 — Coaching Skill Development  4 — Broad Sport Development	ting: r hour to a maximum of 3 points per event.  med coach/instructor has completed the above rar/lessons/workshop/event as described above.  anizer:  return this form to HCBC within 3 months of the Horse Council BC tention: Wendy Sewell, Coaching and Education M.  27336 Fraser Hwy, Aldergrove, BC V4W 3NS Fax: 604-856-4302 1-800-345-8055 toll free phone coaching@hcbc.ca	viasport number of hours of instruction ste:  PD event: anager  To receive Professional Development Points Coaches and Instructors must use this form and

Revised January 2019

- It is a good idea to verify that a workshop or clinic is valid for PD points before you register by contacting HCBC.
- Be sure to include your EC & NCCP numbers on the form.
- Complete the form and have it signed by the clinician, facilitator or coach.
- Instructors, Coaches and Competition
   Coaches submit the completed form to
   HCBC -HP1 coaches submit to EC.(HCBC will
   enter the PD for HP coaches)
- You may also be required to provide a certificate of completion as confirmation.
- For the current form contact coaching@hcbc.ca

Be sure to send in a PD report form for all PD except for Self Reported, NCCP and EC ELearning courses







# EQUESTRIAN CANADA NCCP COACH ELIGIBLE PROFESSIONAL DEVELOPMENT ACTIVITIES

Professional development is the strategy used to ensure that educators continue to strengthen their practice throughout their career. Professional Development (PD) Activities are one of the updating requirements to maintain Coach Certification. Points may be obtained from a variety of acceptable activities.

A coach's professional development is tracked in cycles of 5 years, with the first 5 year cycle beginning the calendar year following the year that certification was achieved within. Over each 5 year cycle, the following professional development points are required:

- Instructor 10, points
- Competition Coach & Competition Coach Specialist, 20 points
- High Performance 1, 30 points

If the required updating requirements are not complete, coaches certification status will not be renewed.

The chart is broken into two types of PD:

- 1) Organization Reported Professional Development (PD) which is recorded by the host organization (PTSO, EC, etc).
- 2) Self-reported Professional Development (PD) which is recorded in the CAC Locker by the coach

Organization-Reported Professional Development			
Activity	Points	Limitations	
Category: First Aid			
First Aid/CPR Renewal in person (online renewal is not eligible for professional development) (Multi-Sport Non-MCCP Activity)	2 points every 3 years	No points for online renewa	
Category: Coaching Skill or Human Athlete Development: NC	CP/Provincial/Natio	onal Courses	
NCCP multi-sport courses/tasks (Multi-Sport NCCP Activity)	Up to 5 points/module or evaluation	s/module	
NCCP Equestrian Specific courses: Equestrian Theory, Competition Coach workshop, High Performance training, etc. (Sport-Specific NCCP Activity)	Up to 5 points/module or evaluation		
PTSO Organized/Hosted Clinics (Participating/ Auditing): For example: human athletic development Human Athlete Sports Psychology, Kinesiology, Human or Equine Sport Nutrition, Conditioning and Fitness (Sport(pacific Non-NCCP Activity)	1 point/hour. 3 point	No Maximum	
PTSO sessions on teaching and coaching techniques (human athlete). Coaching techniques must be specifically emphasized. Bookspeaks Non-NCO Activity)	maximum per activity		
Active participation in Courses/Clinic/workshops (online or in person) on teaching and coaching techniques (human athlete). Coaching techniques must be specifically emphasized. Course/Clinic/Workshop Description and Signed Updating Form must be submitted to the PTSO Office. Auditing lessons/clinics delivered by another coach will not be eligible (Non-NCCF ACRIMIT)	1 point/hour. 3 point maximum per activity	10 Points Maximum	
Provincial/National Coaching Association general multi-sport coaching/athlete development courses (Multi-Sport Non-NCCP Activity)			

Organized Symposium/Provincial Update (Non-Appellix Non-NECP Activity)  Canadian Sport for Life/Coaching Association of Canada: LTEO training, conference, workshops (ex: Sport Leadership, CS4L National Conference) (Non-Appellix National)  Category: Broad Sport/Coach Development  PTSO/EC Organized Judges and Officials course designer clinics (Non-Appellix Non-NECP)  Equine Guelph Horse Portal, — Completion Certificate must be forwarded to PTSO  EC Campus-C-learning  Other Equine/Equestrian Specific E-learning may be accepted if approved by the PTSO. (Non-Appellix Non-NECP Activity)  PTSO Partnered Coaching, Athlete, or Equine Development Activities may be pre-approved (Limited) ie: limited points for delivery of NCCP courses (Non-NECP Activity)  PRESENTATION OF ACTIVE Coaching  Category: Active Coaching  Category: All Other Professional Development not listed previously  Examples:  Mentoring directly with another Coach on coaching techniques from the same sport or an alternative sport  Other Athlete Development Clinics: Sports Psychology, Kinesiology, Sport Nutrition, Conditioning and Pitness  Interactive Auditing of Clinics: clinic or workshop with direct interaction with clinician (sports psychology, biomechanics, kinesiology, sports nutrition, etc.)  Completing Courses: Human Athlete Sport Psychology, Kinesiology, Sports Nutrition, Conditioning and Pitness, Coaching/Leadership, etc  Personal athletic development — must be coached - (Riding Lessons, other sports, or personal training, etc)  Equine Development — Equine nutrition, biomechanics, other equine physiology/sport science, equine health workshops (Farrier, massage, chiropractic, other professional presentations or workshops)  Equine Development — Equine nutrition, biomechanics, other equine physiology/sport science, equine health workshops (Farrier, massage, chiropractic, other professional presentations or workshops)  Clinics in FEI equine disciplines  Non-FEI discipline and alternative training clinics  Other organizations equine online accredited co		
Canadian Sport for Life/Coaching Association of Canada: LTED training, conference, workshops (ex: Sport Leadership, CS4L National Conference) (Math Sport MoneyCCF Activity)  Category: Broad Sport/Coach Development  PTSO/EC Organized Judges and Officials course designer clinics (National Conference)  Equine Guelph Horse Portal, — Completion Certificate must be forwarded to PTSO  EC Campus-C-learning  Other Equine/Equestrian Specific E-learning may be accepted if approved by the PTSO. (National Coaching, Athlete, or Equine Development Activities may be pre- approved (Limited) ie: limited points for delivery of NCCF courses (Non-NCF Activity)  Self-Reported Professional Developme  Activity  Category: Active Coaching  1 point/h maximum  **Category: Active Coaching**  Category: Active Coaching  1 point/h maximum  1 point/h maximum  1 point/h maximum  1 point/h maximum  2 point/h maximum  2 point/h maximum  1 point/h maximum  1 point/h maximum  2 point/h maximum  2 point/h maximum  1 point/h maximum  1 point/h maximum  2 point/h maximum  1 point/h maximum  1 point/h maximum  1 point/h maximum  2 point/h maximum  1 point/h maximum  1 point/h maximum  2 point/h maximum  2 point/h maximum  1 point/h	osia	
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PTSO/EC Organized Judges and Officials course designer clinics (NormAparite NormAcor)  Equine Guelph Horse Portal, — Completion Certificate must be forwarded to PTSO EC Campus & Jeanning  Other Equine/Equestrian Specific E-learning may be accepted if approved by the PTSO. Sportspecte NormAcor Activity  PTSO Partnered Coaching, Athlete, or Equine Development Activities may be pre-approved (Limited) ie: limited points for delivery of NCCP courses (NormAcor Activity)  Self-Reported Professional Development Activities may be pre-approved (Limited) ie: limited points for delivery of NCCP courses (NormAcor Activity)  Pactegory: Active Coaching  Category: Active Coaching  1 point/maximum  Self-Reported Professional Development Not listed previously  Examples:  Mentoring directly with another Coach on coaching techniques from the same sport or an atternative sport  Other Athlete Development Clinics: Sports Psychology, Kinesiology, Sport Nutrition, Conditioning and Fitness  Interactive Auditing of Clinics: clinic or workshop with direct interaction with clinician (sports psychology, biomechanics, kinesiology, sports nutrition, etc.)  Completing Courses: Human Athlete Sport Psychology, Kinesiology, Sports Nutrition, Conditioning and Fitness, Coaching/Leadership, etc  Personal athletic development — must be coached - (Riding Lessons, other sports, or personal training, etc)  Equine Development — Equine nutrition, biomechanics, other equine physiology/sport science, equine health workshops (Farrier, massage, chiropractic, other professional presentations or workshops)  Clinics in FEI equine disciplines  Nonn-FEI discipline and alternative training clinics  Other organizations equine online accredited courses (ex: Equine Guelph,	t/hour. 3 point um per activity	10 Points Maximum
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University, College, Department of Agriculture "recognized" equine institutions, etc)  • Acting as a Mentor Coach or Volunteering in a capacity that provides a new learning environment for yourself (Para-Equestrian, 4H, Pony Club,	point/hour n	3 point maximum per : year period

Equestrian Canada Équestre - EC NCCP Coach Certification Program - Eligible Professional Development Activities Guide - v2022E

Other Self-Directed Professional Development Learning Opportunities





# Many multisport eLearning modules Available through The Locker



The Support Through Sport series offers training and resources to empower coaches to recognize and take action to address gender-based violence and teen dating violence.

The four eLearning modules within the Support Through Sport series each focus on different topics regarding gender-based violence and teen dating violence. Understanding Teen Dating Violence is the foundational module, with the three additional eLearning modules in development. For more information including reference materials and downloadable resources visit <a href="https://coach.ca/support-through-sport">https://coach.ca/support-through-sport</a>.













## Elearning Available from the EC ECampus



#### Conditioning the Sport Horse

At all levels of Equestrian sport, competing horses rely on athletes to do what is best for their health and welfare. It is imperative for anyone involved in horse training and riding/driving to speak with their trainers, coaches and veterinarians about properly conditioning your horse competition, as collectively, you know your equine partner better than anyone. This course is set to teach the basics of Equine Conditioning.

Equines compete in a diverse range of sporting activities, each requiring specific technical skills and different levels of physical fitness. **Conditioning Sport Horses** is based on the *Conditioning Sport Horses* written by Hilary M. Clayton and aims to provide a background of scientific facts upon which to base a logical system of **conditioning**. The course walks you through the basic principles of conditioning, as well as cardiovascular and strength conditioning education. This course is entry-level learning into science-based equine athlete conditioning, which will be a key foundation to developing discipline-specific condition programs with courses to come!

Q VIEW DETAILS



#### ☐ Cultural Awareness in Youth Sport

Sport offers many opportunities to meet people and learn about various cultures. This course on *Cultural Awareness in Youth Sport* examines the basic concept of culture and provides sport leaders with practical ways to model cultural awareness to youth players.

Q VIEW DETAILS



# ☐ Fostering Healthy Equestrian Environments

This course is designed to help equestrian coaches, trainers, officials and sport leaders learn how to create and support a safe and respectful environment for all participants. The course addresses topics related to harassment, abuse and discrimination, and helps you understand how to respond appropriately and effectively.

THIS COURSE IS AVAILABLE FREE OF CHARGE TO ALL EQUESTRIAN CANADA SPORT LICENSE HOLDERS, COACH STATUS APPLICANTS, AND ONTARIO EQUESTRIAN MEMBERS.

This course was made possible in part with financial support from the Government of Canada.

Q VIEW DETAILS





## Take away?

The changes to the EC Professional Development reporting and activity grid will be implemented in 2023.

The revisions were made to ensure that coaches and instructors attend learning opportunities that directly help them improve their coaching skills, equestrian specific knowledge and personal improvement.

Questions?

